

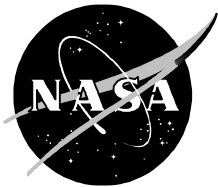
USER'S GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) WEB FRONT END

Release 5.1

NEMS-UG-13

PrISMS Contract

August 2002



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

**USER'S GUIDE FOR NEMS WEB FRONT END
RELEASE 5.1**

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA**

August 2002

**USER'S GUIDE FOR NEMS WEB FRONT END
RELEASE 5.1**

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
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August 2002

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1. GENERAL FRAMEWORK

1.1 PURPOSE

The purpose of the NASA Equipment Management System (NEMS) Web Front End is to allow a user to change Custodian Account Number (W26 transaction), Equipment Location (W29 transaction) or User Number (W31 transaction) via a web page. The data to support this web page is created and maintained in the NEMS database through mainframe NEMS processing.

This User's Guide is prepared for both the users and Automated Data Processing (ADP) personnel. Information described in the User's Guide will give a general picture of the system and allow easier access to the NEMS system for the users or ADP personnel.

1.2 ACCESSIBILITY

Users should get the URL to access the NEMS Web Front End from their local center contact. This contact can be found on the Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) home page under the NEMS contact list:

<http://www.msfc.nasa.gov:80/sesaas/nems/contactlist.html>

Each center will have a link that will allow valid users for that center to access their information.

2. NEMS MAINFRAME PROCESSING

2.1 WARNING SCREEN

Upon invoking the NEMS application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either press the **<ENTER>** key to continue or the **PF12** key to cancel.

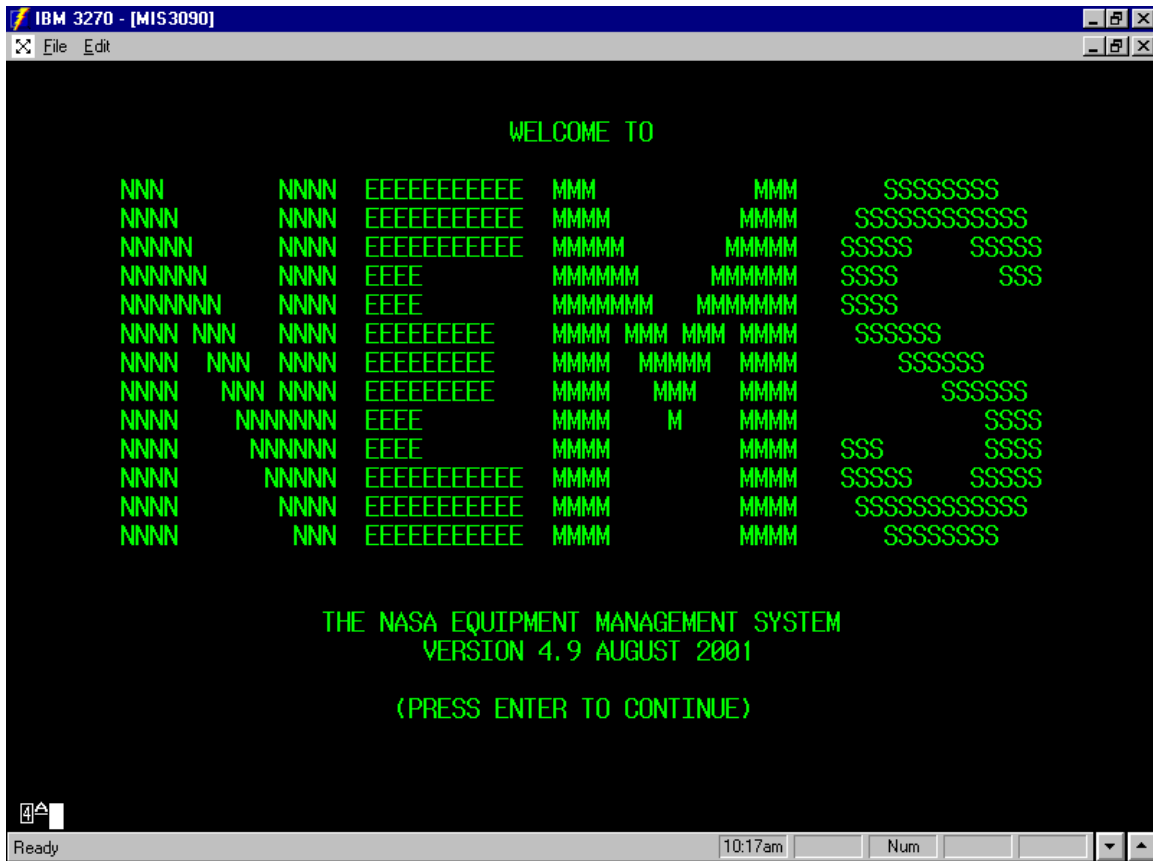


INPUT DATA

- Press **<Enter>**.
This results in the display of the NEMS Welcome screen.
- Press **PF12**.
This results in the user being logged off of the system.

2.2 NEMS WELCOME SCREEN

After the display of the Warning Screen, the NEMS Welcome screen appears (as shown below). The required action is to press the **<Enter>** key.

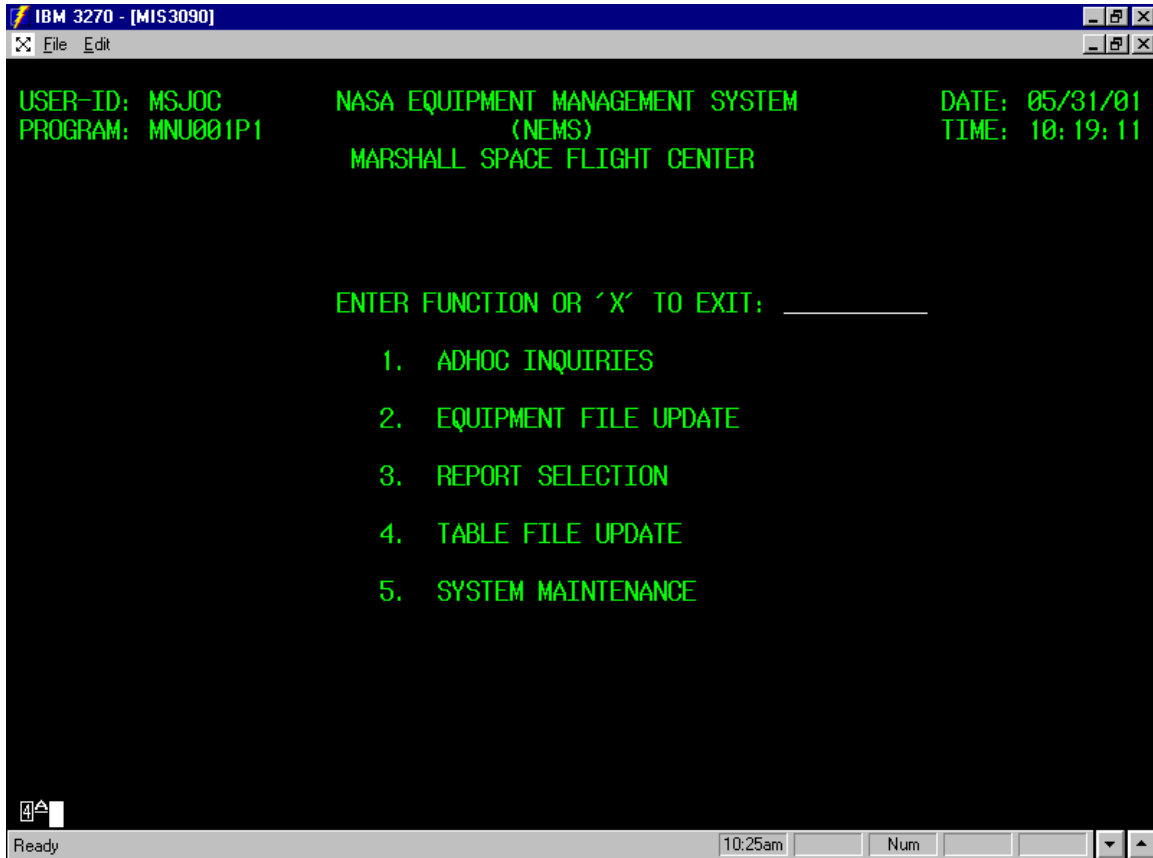


INPUT DATA

- Press **<Enter>**.
This results in the display of the NEMS Main Menu.

2.3 NEMS MAIN MENU

The NEMS Main Menu displays available functions and allows for the selection of system processing functions. The processing functions include Adhoc Inquiries, Equipment File Updates, Reports, Table File Updates, and System Maintenance. For the purposes of this User's Guide only the Adhoc Inquiries and Table File Update will be described.



INPUT DATA

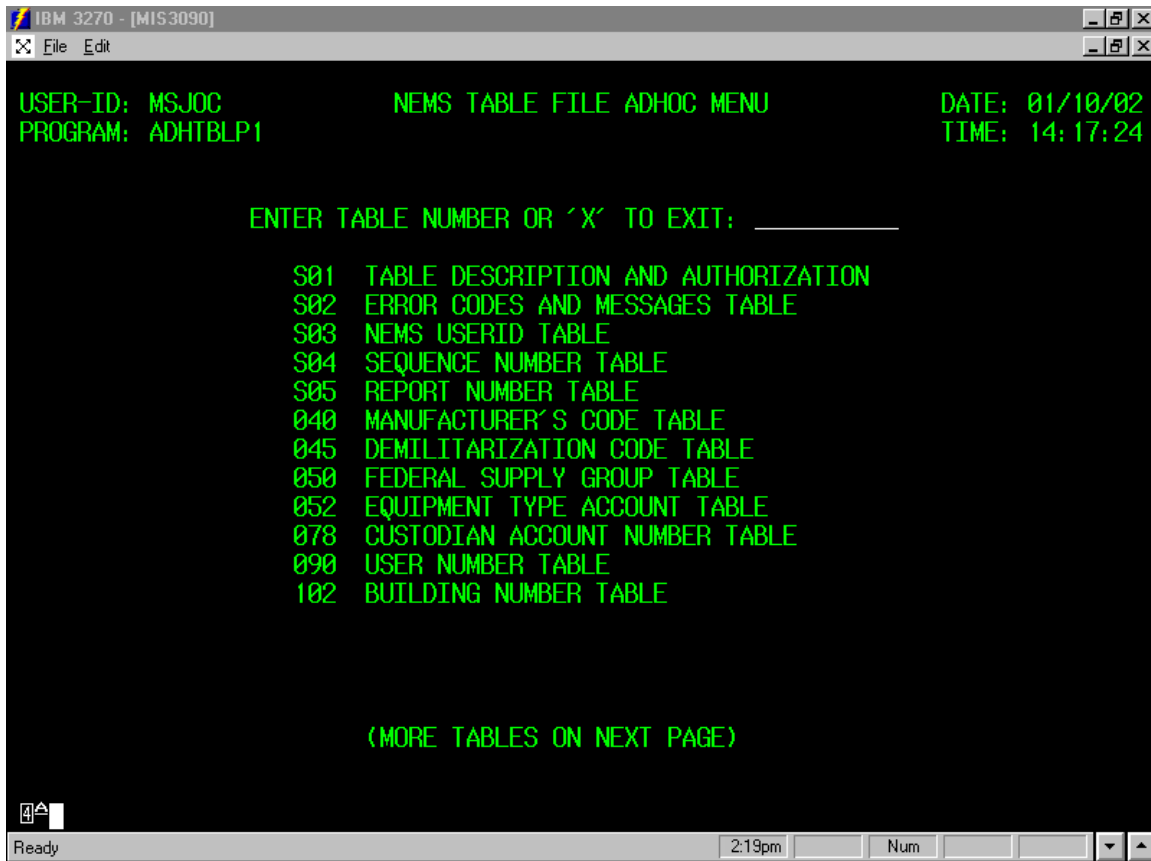
- Enter Function
- Press <Enter>.

Input Value = 1, 4, or X

2.3.1 NEMS Adhoc Inquiries Menu

Enter **1** for Function on the NEMS Main Menu to access the NEMS Adhoc Inquiries Menu.

This function provides adhoc retrieval of equipment or table data. For the purposes of this User's Guide only option **9** (Table File by Table Number) will be discussed. The NEMS Adhoc Inquiries Menu is displayed.

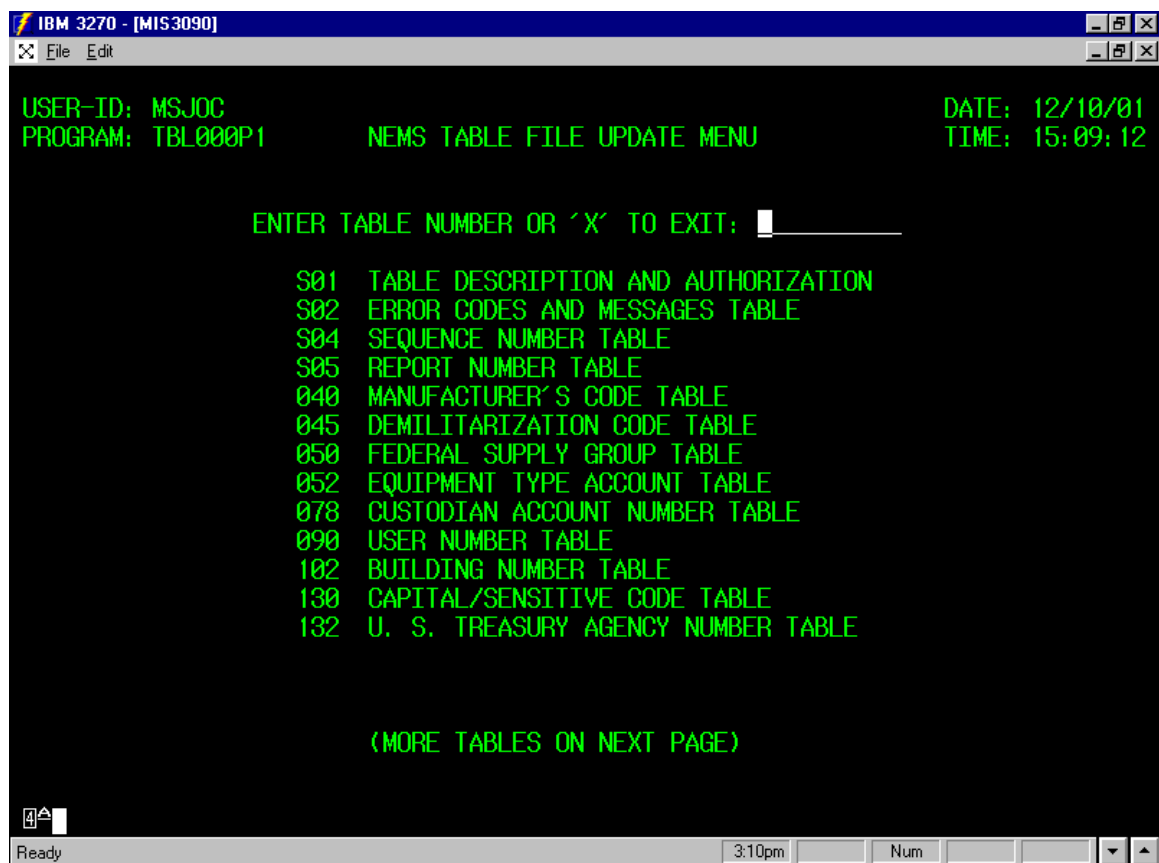


INPUT DATA

- Enter Selection input value = **9** or **X**
- Press **<Enter>**.
This results in the display of the requested NEMS Table File Adhoc Menu screen.

Enter **9** for Function on the NEMS Adhoc Inquiries Menu to access the NEMS Table File Adhoc Menu.

The NEMS Table File Adhoc Menu screen allows the user to display information for various tables. For the purposes of this User's Guide only tables **078** (Custodian Account Number Table) and **090** (User Number Table) will be discussed. The NEMS Table File Adhoc Menu screen is displayed.



INPUT DATA

- Enter Table Number input value = **078, 090** or **X**
- Press **<Enter>**.
This results in the display of the Custodian Account Number Table or User Number Table.

2.3.1.1.1 NEMS Web Custodian Account Number Table

Enter **078** for Table Number on the NEMS Table File Menu to access the Custodian Account Number Table.

This screen allows the user to select the User Number by Sub-Installation and User Number (Option 1) or Sub-Installation and User Name (Option 2).

[illegible]

INPUT DATA

- Enter Selection input value = **1**, **2**, or **X**
- Press **<Enter>**.
This results in the display of the Custodian Account Number Table.

The Custodian Account Number Table will display a list of Custodian Numbers. The NEMS Custodian Account Number Table displays the Sub-Installation, Custodian Account Number, Custodian Number, Custodian Name, Mail Code, Custodian Organization Code, and Web User ID.

USER-ID: MSKKF NASA EQUIPMENT MANAGEMENT SYSTEM DATE: 06/13/02
PROGRAM: ADH078P1 MARSHALL SPACE FLIGHT CENTER TIME: 09:56:31
CUSTODIAN ACCOUNT NUMBER TABLE

INST SUB	CUST ACCT NO	CUST NO	CUSTODIAN NAME	CUST MAIL CODE	CUST ORG CODE	WEB USER ID
08	CCRA1	CCRA1	CCR 298 JAB	CSC	CSC1	
08	CCRA2	CCRA2	CCR 298 JUNE	CSC	CSC2	
08	CCRA3	CCRA3	CCR298BJA	CSCCCR	CSC3	
08	C5000	C50000	J C TEST 1	AD44	AD44	CAAAAD
08	C5001	C5001	J C TEST 2	AD44	AD44	CAAAAE
08	X0018	X0018	UNKNOWN	AAAA	AAAB	
08	00011	000111	JULIA REYNOLDS	CSC	CSCCC	MSJMR
08	00012	000111	TEST	TEST	O CODE	MSXYX
08	00024	123555	THOMPSON, P	CSC	WW222	MSPAT
08	00025	211111	THOMAS, J	CSC	WD222	MSTHJ
08	00033	133333	NAME	M CODE	O CODE	MSXYX222
08	02002	02002	FORBES JOHN C	EP35	EP35	
08	02005	02005	ESKRIDGE RICHARD	EP13	EP13	
08	02013	02013	BARRON RONALD R	EP82	EP82	

ENTER 'N' VIEW NEXT PAGE, 'R' REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

4AU 01,045

INPUT DATA

- Selection Input values = **N**, **R**, or **X**
- Press **<Enter>** to view more User Numbers.

2.3.1.1.2 NEMS Web User ID Table

Enter **090** for Table Number on the NEMS Table File Menu to access the User Number Table.

This screen allows the user to select the User Number by Sub-Installation and User Number (Option 1) or Sub-Installation and User Name (Option 2).

[illegible]

INPUT DATA

- Enter Selection input value = 1, 2, or X
- Press <Enter>.

This results in the display of the User Number Table.

The User Number Table will display a list of User Numbers. The NEMS User Number Table displays the Sub-Installation, User Number, User Name, Mail Code, User Phone Number, and Web User ID.

IBM 3270 - [MIS3090]

USER-ID: MSJOC NASA EQUIPMENT MANAGEMENT SYSTEM DATE: 11/26/01
PROGRAM: ADH090P1 MARSHALL SPACE FLIGHT CENTER TIME: 08:13:31

INST SUB	USER NO	USER NAME	MAIL CODE	USER PHONE NUMBER	WEB USER ID
08	009911	NAME	CSC	444-5555	WEBQQQQQ
08	009966	CNAME	CSC	333-4444	
08	009977	NAME	CSC	333-4444	WEBUUUUU
08	009988	NAME	CSC	333-5555	WEBLLLLL
08	02002	FORBES JOHN C	EP35	4-7135	
08	02005	ESKRIDGE RICHARD H	EP13B	4-7119	
08	02013	BARRON RONALD R (RONNIE)	EP82	4-1261	
08	02015	BARNES SCOTTIE P	EP85	4-4761	
08	02016	HAMILTON JEFFERY T	EP84	4-1186	
08	02017	LUNA KENNETH H	EP83	4-5539	
08	02018	SMITH TOM R	FA63	922-5936	
08	02019	PARTON HERMAN A	EP87	4-1253	
08	02020	CHRISTENSON RICKY L (RICK)	EP24	4-8608	

ENTER 'N' VIEW NEXT PAGE, 'R' REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

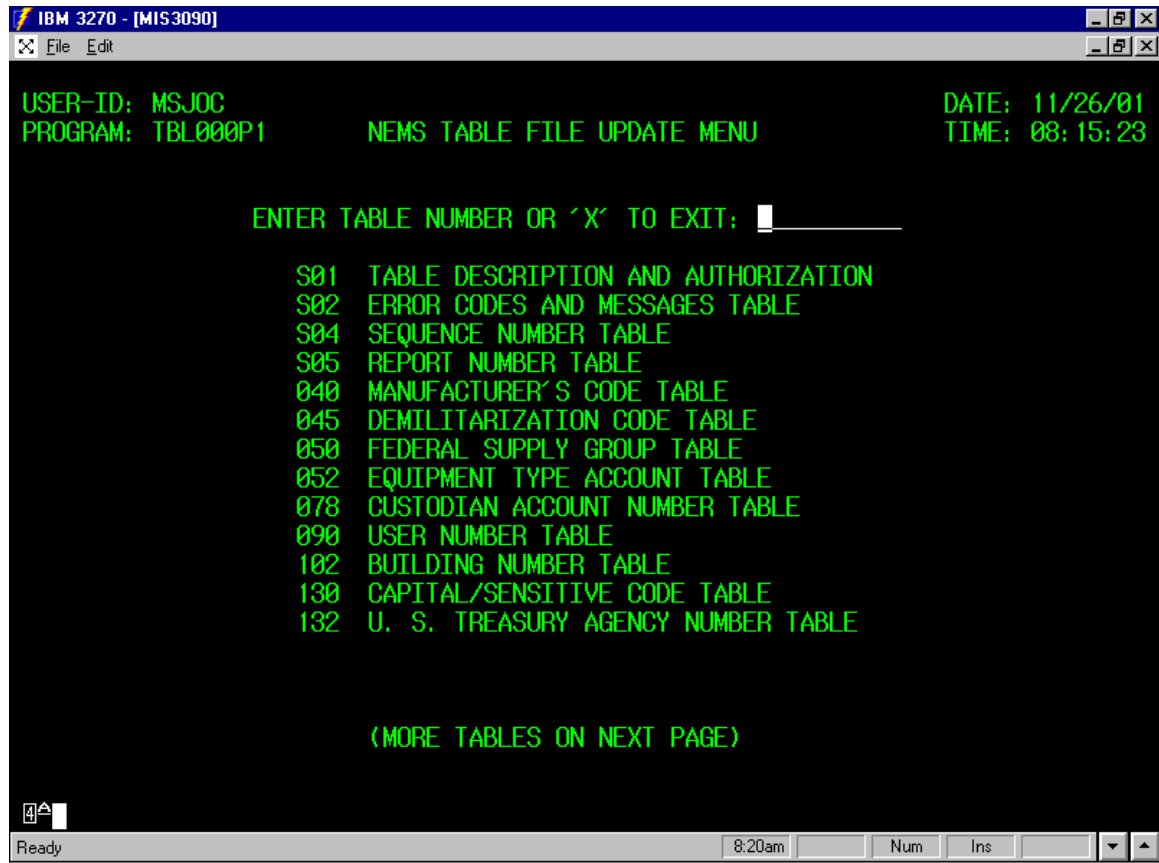
INPUT DATA

- Selection Input values = **N**, **R**, or **X**
- Press **<Enter>** to view more User Numbers.

2.3.2 NEMS Table File Update Menu

Enter **4** for Function on the NEMS Main Menu to access the NEMS Table File Update Menu.

This function provides Maintenance for the NEMS System. For the purposes of this User's Guide only tables 078 (Custodian Account Number Table) and 090 (User Number Table) will be discussed. The NEMS Table File Update Menu is displayed.



INPUT DATA

- Enter Table Number input value = **078, 090** or **X**
- Press **<Enter>**.
This results in the display of the NEMS Custodian Account Number Table or User Number Table.

2.3.2.1 Custodian Account Number Table

Enter **078** on the NEMS Table File Update Menu to access the Custodian Account Number Table.

The Custodian Account Number Table allows the user to add, change, or delete Custodian Account Numbers. The Custodian Account Number screen is displayed.

ENTIRE Connection - [MSMIS - [1]]

Host Edit View Profilers Utilities Window Help

USER-ID: MSKKF DATE: 06/13/02
PROGRAM: TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE TIME: 10:04:30

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

CUSTODIAN ACCOUNT NUMBER: _____

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

4AÜ 06,054

NUM

INPUT DATA

- Enter Function input values = **A, C, D**, or **X**
- Enter Custodian Account Number input value = valid Custodian Account Number
- Press **<Enter>**.

2.3.2.1.1 Add Custodian Account Number Table

Enter 'A' for the Enter Function and a new Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the user to create a new Custodian Account Number. The new Custodian Account Number Table is displayed.

ENTIRE Connection - [MSMIS - [1]]

Host Edit View Profilers Utilities Window Help

USER-ID: MSKKF DATE: 06/13/02
PROGRAM: TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE TIME: 10:11:24

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): a_____

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

4AÜ	10,038
-----	--------

NUM

INPUT DATA

- Enter Function input value = **A**
- Enter Custodian Account Number required, must be unique
- Press **<Enter>**.
This results in the display of additional fields to be filled in with information required to create a Custodian Account Number.

The screenshot shows a terminal window titled "ENTIRE Connection - [MSMIS - [1]]". The window has a menu bar with "Host", "Edit", "View", "Profilers", "Utilities", "Window", and "Help". Below the menu bar is a toolbar with icons for various functions. The main area of the window displays a terminal session with the following text:

```

USER-ID: MSKKF                                DATE: 06/13/02
PROGRAM: TBL078P1  NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE  TIME: 10:12:00

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): A

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

CUSTODIAN NUMBER: _____
CUSTODIAN NAME: _____
CUSTODIAN MAIL CODE: _____
CUSTODIAN ORGANIZATION CODE: _____
CUSTODIAN ACCOUNT NAME: _____
CUSTODIAN PHONE NUMBER: _____
WEB USER ID: _____
EMAIL ADDRESS: _____
WEB USER PASSWORD: _____

ENTER 'C' TO CANCEL: _

ENTER FIELD(S) TO BE ADDED
4AU                                     12,020
  
```

At the bottom right of the window, there is a button labeled "NUM".

INPUT DATA

- Custodian Number required
- Custodian Name required
- Custodian Mail Code required
- Custodian Org. Code required
- Custodian Acct Name required
- Custodian Phone Number required
- Web User ID optional
- Email Address optional, required if Web User ID is entered
- Web User Password optional, required if Web User ID is entered
- Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Added' and returns to the Custodian Account Number Table screen.
- To cancel the add request.
 - Enter '**C**' in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.1.2 Change Custodian Account Number Table

Enter a '**C**' for the Enter Function and an existing Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the custodian to change information for an existing Custodian Account Number. The Custodian Account Number Table is displayed.

ENTIRE Connection - [MSMIS - [1]]

Host Edit View Profilers Utilities Window Help

USER-ID: MSKKF DATE: 06/13/02
PROGRAM: TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE TIME: 10:16:51

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): c_____

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

4AÜ 10,038

NUM

INPUT DATA

- Enter Function input value = **C**
- User Number required
- Press **<Enter>**.
This results in the display of additional fields with the current information for a Custodian Account Number. This information can be modified.

```
ENTIRE Connection - [MSMIS - [1]]
Host Edit View Profilers Utilities Window Help

USER-ID: MSKKF                                DATE: 06/13/02
PROGRAM: TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE TIME: 10:16:20

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): C

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

CUSTODIAN NUMBER: 12345_
CUSTODIAN NAME: JANE DOE_
CUSTODIAN MAIL CODE: 12345_
CUSTODIAN ORGANIZATION CODE: GH67_
CUSTODIAN ACCOUNT NAME: 12345_
CUSTODIAN PHONE NUMBER: 555-123-1234_
WEB USER ID: NEWCUST_
EMAIL ADDRESS: NEWCUST@MSFC.NASA.GOV_
WEB USER PASSWORD:

ENTER 'C' TO CANCEL: _

ENTER FIELD(S) TO BE CHANGED
4AU 12,020 NUM
```

INPUT DATA

- Custodian Number
- Custodian Name
- Custodian Mail Code
- Custodian Org. Code
- Custodian Account Name
- Custodian Phone Number
- Web User ID
- Email Address
- Web User Password
- Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Updated' and returns to the Custodian Account Number Table screen.
- To cancel the change request.
 - Enter **'C'** in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.1.3 Delete Custodian Account Number Table

Enter a '**D**' for the Enter Function and an existing Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the user to delete an existing Custodian Account Number. The Custodian Account Number Table is displayed.

ENTIRE Connection - [MSMIS - [1]]

Host Edit View Profilers Utilities Window Help

USER-ID: MSKKF DATE: 06/13/02
PROGRAM: TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE TIME: 10:16:51

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): d_____

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

4AÜ 06,055

NUM

INPUT DATA

- Enter Function input value = **D**
- Custodian Account Number required
- Press **<Enter>**.
This results in the display of additional information for a Custodian Account Number. This information is displayed to verify that this is the correct Custodian Account Number to be deleted.

The screenshot shows a terminal window titled "ENTIRE Connection - [MSMIS - [1]]". The window has a menu bar with "Host", "Edit", "View", "Profiler", "Utilities", "Window", and "Help". Below the menu bar is a toolbar with icons for file operations and a help icon. The terminal content is as follows:

```
USER-ID: MSKKF                                DATE: 06/13/02
PROGRAM: TBL078P1  NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE  TIME: 10:19:30

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): D

CUSTODIAN ACCOUNT NUMBER: 12345

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

CUSTODIAN NUMBER: 12345_
CUSTODIAN NAME: JANE DOE_____
CUSTODIAN MAIL CODE: 12345_
CUSTODIAN ORGANIZATION CODE: GH67___
CUSTODIAN ACCOUNT NAME: 12345_____
CUSTODIAN PHONE NUMBER: 555-123-1234_____
WEB USER ID: NEWCUST_
EMAIL ADDRESS: NEWCUST@MSFC.NASA.GOV_____
WEB USER PASSWORD:

ENTER 'C' TO CANCEL: _

PRESS ENTER KEY TO DELETE THIS RECORD
4AU 12,020
```

At the bottom right of the terminal window, there is a button labeled "NUM".

INPUT DATA

- To process the delete request.
 - Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Deleted' and returns to the Custodian Account Number Table screen.
- To cancel the delete request.
 - Enter 'C' in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.2 User Number Table

Enter **090** on the NEMS Table File Update Menu to access the User Number Table.

The User Number Table allows the user to add, change, or delete User Numbers. The User Number screen is displayed.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC
PROGRAM: TBL090P1

NEMS - 090 - USER NUMBER TABLE

DATE: 11/26/01
TIME: 08:17:33

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT):

USER NUMBER:

USER INSTALLATION SUB-ACCOUNT: 08

Ready 8:24am Num Ins

INPUT DATA

- Enter Function
- Enter User Number
- Press **<Enter>**.

input values = **A, C, D, or X**
input value = valid User Number

2.3.2.2.1 Add User Number Table

Enter '**A**' for the Enter Function and a new User Number on the User Number table screen to access the User Number Table.

This function allows the user to create a new User Number. The new User Number Table is displayed.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC DATE: 11/26/01
PROGRAM: TBL090P1 NEMS - 090 - USER NUMBER TABLE TIME: 08:17:33

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): a

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

Ready 8:26am Num Ins

INPUT DATA

- Enter Function input value = **A**
- Enter User Number required, must be unique
- Press **<Enter>**.
This results in the display of additional fields to be filled in with information required to create a User Number.

IBM 3270 - [MIS3090]

USER-ID: MSJOC DATE: 11/26/01
PROGRAM: TBL090P1 NEMS - 090 - USER NUMBER TABLE TIME: 08:23:41

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): A

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: _____
USER MAIL CODE: _____
USER PHONE NUMBER: _____
WEB USER ID: _____
EMAIL ADDRESS: _____
WEB USER PASSWORD: _____

ENTER 'C' TO CANCEL: _

*PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,
PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

ENTER FIELD(S) TO BE ADDED

Ready 8:27am Num Ins

INPUT DATA

- User Name required
- User Mail Code required
- User Phone Number required
- Web User ID optional
- Email Address optional, required if Web User ID is entered
- Web User Password optional, required if Web User ID is entered
- Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Added' and returns to the User Number Table screen.
- To cancel the add request.
 - Enter '**C**' in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

2.3.2.2.2 Change User Number Table

Enter a '**C**' for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to change information for an existing User Number. The User Number Table is displayed.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC NEMS - 090 - USER NUMBER TABLE DATE: 11/26/01
PROGRAM: TBL090P1 TIME: 09:00:50

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): c_____

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

Ready 9:04am Num Ins [] []

INPUT DATA

- Enter Function input value = **C**
- User Number required
- Press **<Enter>**.
This results in the display of additional fields with the current information for a User Number. This information can be modified.

IBM 3270 - [MIS3090]

USER-ID: MSJOC DATE: 11/26/01
PROGRAM: TBL090P1 NEMS - 090 - USER NUMBER TABLE TIME: 09:01:31

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): C

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: LAST, FIRST _____
USER MAIL CODE: CSC _____
USER PHONE NUMBER: 555 555-5555 _____
WEB USER ID: NEWUSER_ _____
EMAIL ADDRESS: NEW.USER@CENTER.NASA.GOV _____
WEB USER PASSWORD: _____

ENTER 'C' TO CANCEL: _

*PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,
PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

ENTER FIELD(S) TO BE CHANGED

Ready 9:05am Num Ins

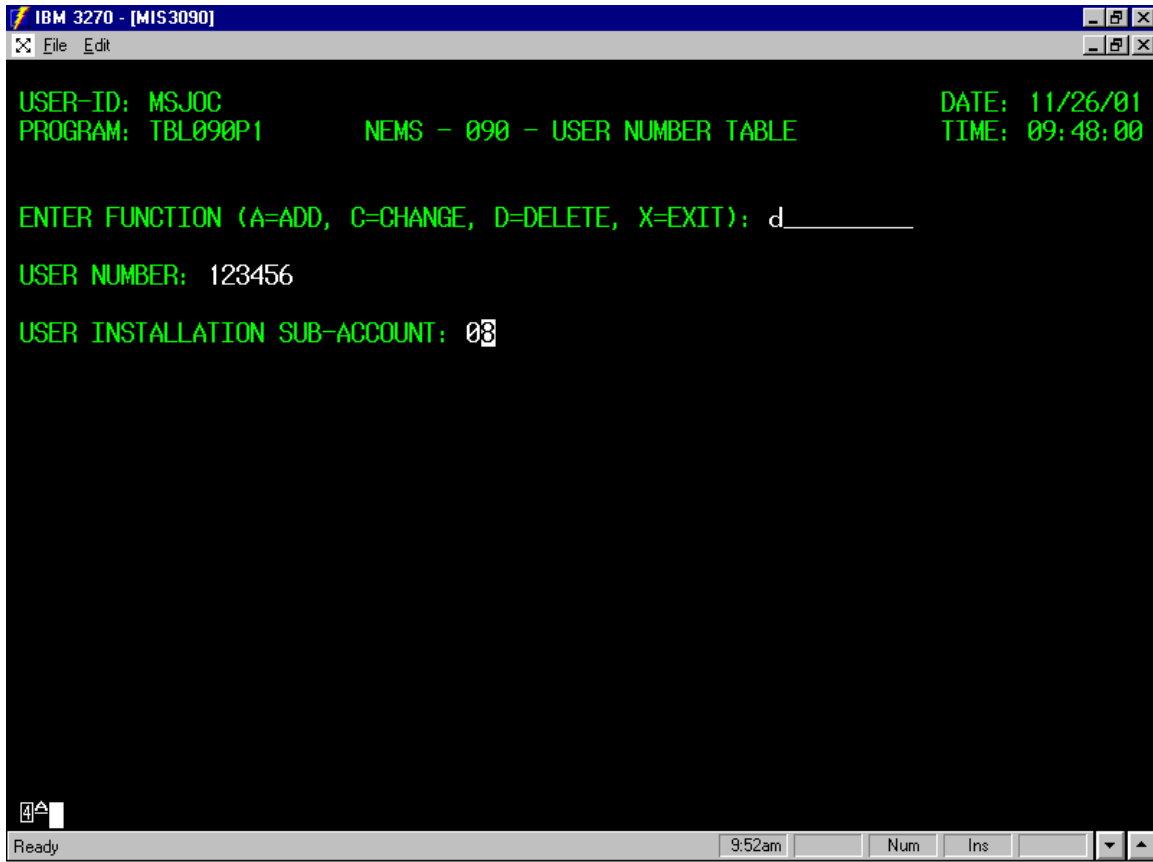
INPUT DATA

- User Name
- User Mail Code
- User Phone Number
- Web User ID
- Email Address
- Web User Password
- Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Updated' and returns to the User Number Table screen.
- To cancel the change request.
 - Enter '**C**' in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

2.3.2.2.3 Delete User Number Table

Enter a '**D**' for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to delete an existing User Number. The User Number Table is displayed.



INPUT DATA

- Enter Function input value = **D**
- User Number required
- Press **<Enter>**.

This results in the display of additional information for a User Number. This information is displayed to verify that this is the correct User Number to be deleted.

IBM 3270 - [MIS3090]

File Edit

USER-ID: MSJOC
PROGRAM: TBL090P1 NEMS - 090 - USER NUMBER TABLE DATE: 11/26/01
TIME: 09:48:55

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): D

USER NUMBER: 123456

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: LAST, FIRST _____
USER MAIL CODE: CSC _____
USER PHONE NUMBER: 555 555-5555 _____
WEB USER ID: NEWUSER_ _____
EMAIL ADDRESS: NEW.USER@CENTER.NASA.GOV _____
WEB USER PASSWORD: _____

ENTER 'C' TO CANCEL: _

*PLEASE NOTE: WEB USER PASSWORD WILL NOT DISPLAY ON SCREEN,
PLEASE USE CAUTION & BE SURE IT IS ENTERED CORRECTLY!

PRESS ENTER KEY TO DELETE THIS RECORD

Ready 9:52am Num Ins [Up] [Down]

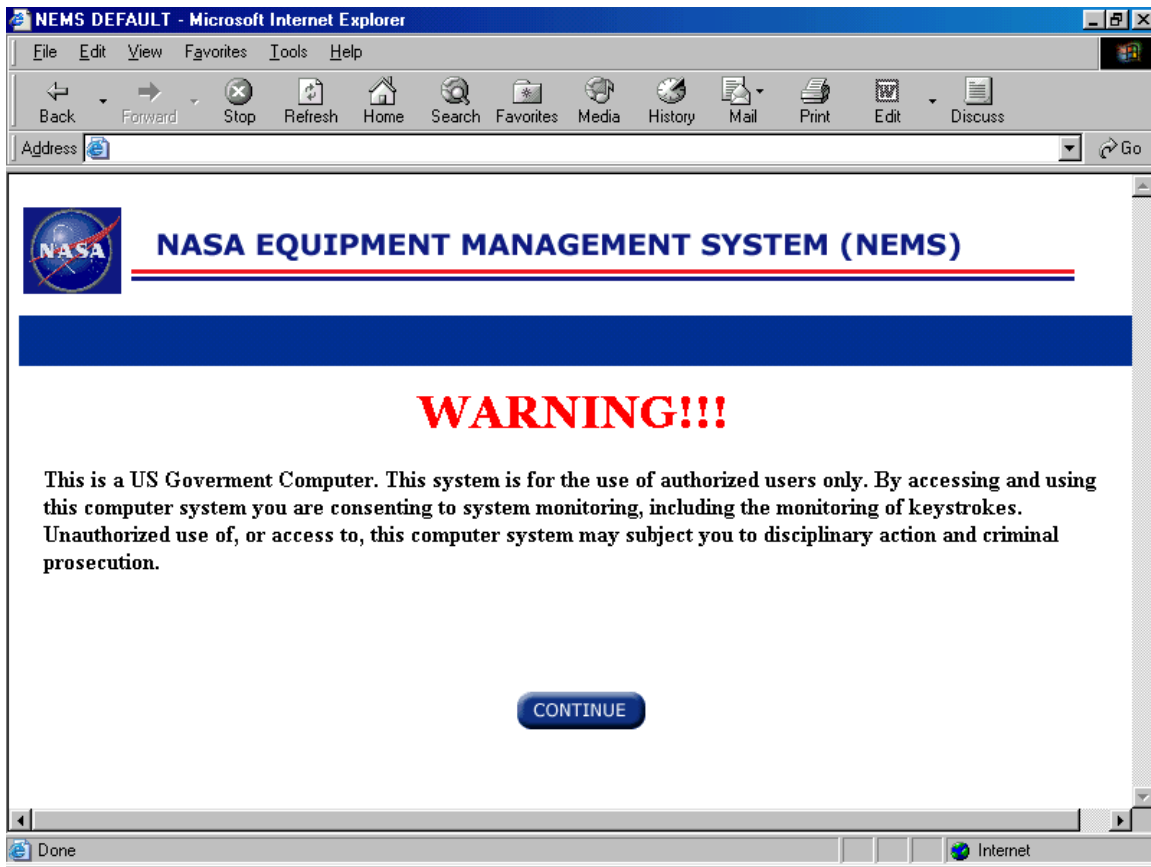
INPUT DATA

- To process the delete request.
 - Press **<Enter>**.
This results in the display of the message 'Previous Record Successfully Deleted' and returns to the User Number Table screen.
- To cancel the delete request.
 - Enter '**C**' in the Enter 'C' to Cancel.
 - Press **<Enter>**.
This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

3. NEMS WEB PROCESSING

3.1 WARNING SCREEN

Upon invoking the NEMS Web application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either click on the Continue button or the exit the browser.



INPUT DATA

- Click the **CONTINUE** Button
This results in the display of the NEMS Web Logon screen.
- Exit browser to **CANCEL**

3.2 NEMS WEB LOGON SCREEN

The NEMS Web Logon screen prompts the user for entry of their Custodian or User ID and Password. The NEMS Web Logon screen also give the custodian/user the opportunity to change their password. The NEMS Web Logon screen is displayed.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Marshall Space Flight Center [Email NEMS Administrator](#) [HELP](#)

Please enter the following to login:

User ID:

Password:

New Password:

Verify:

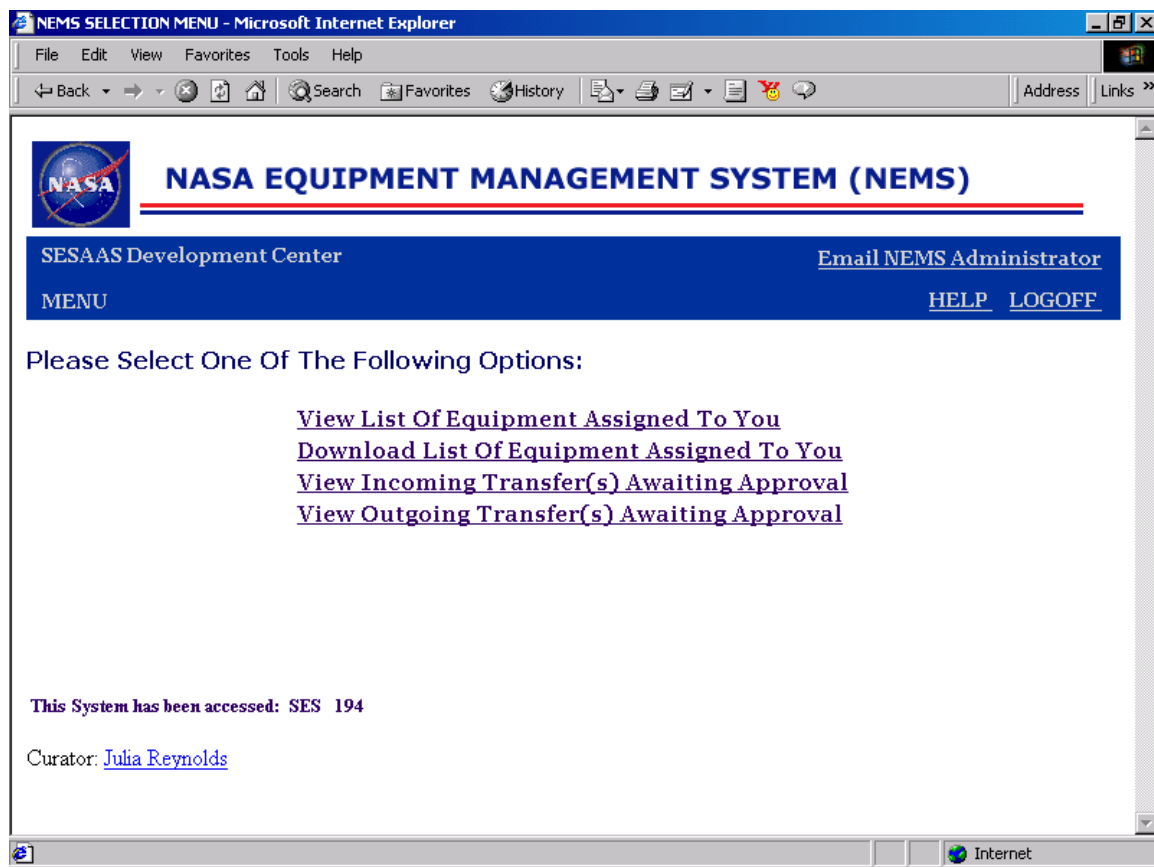
SUBMIT

INPUT DATA

- Custodian/User ID required, must be valid Custodian/User ID
- Password required, must be valid password
- New Password optional
- Verify optional, must match New Password if entered
- Click **SUBMIT** button. Upon verification of the Custodian/User ID and Password, the NEMS Web Menu will be displayed. If the New Password and Verify are entered, upon verification of the Custodian/User ID and Password, the Custodian's/User's password will be updated also.

3.3 NEMS WEB MENU

The NEMS Web Menu displays the selection of system processing functions. The processing functions include Listing Equipment for a Custodian/User, Downloading the List of Custodian's/User's Equipment, Viewing Incoming Transfer(s) Awaiting Approval, and Viewing Outgoing Transfer(s) Awaiting Approval.



INPUT DATA

- Click on one of the following options:
 - View List of Equipment Assigned To You
 - Download List of Equipment Assigned To You
 - View Incoming Transfer(s) Awaiting Approval
 - View Outgoing Transfer(s) Awaiting Approval

3.3.1 View List Of Equipment Assigned To You

Select View List of Equipment on the NEMS Web Menu to display the list of equipment for the custodian/user.

The ECN, Item Name, Model Number, Building Number, Room, Serial Number, and Pending for each piece of equipment assigned to the custodian/user will be displayed. To see more detail about any piece of equipment or change the custodian/user or location for the piece of equipment, click on the Detail button for that piece of equipment.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

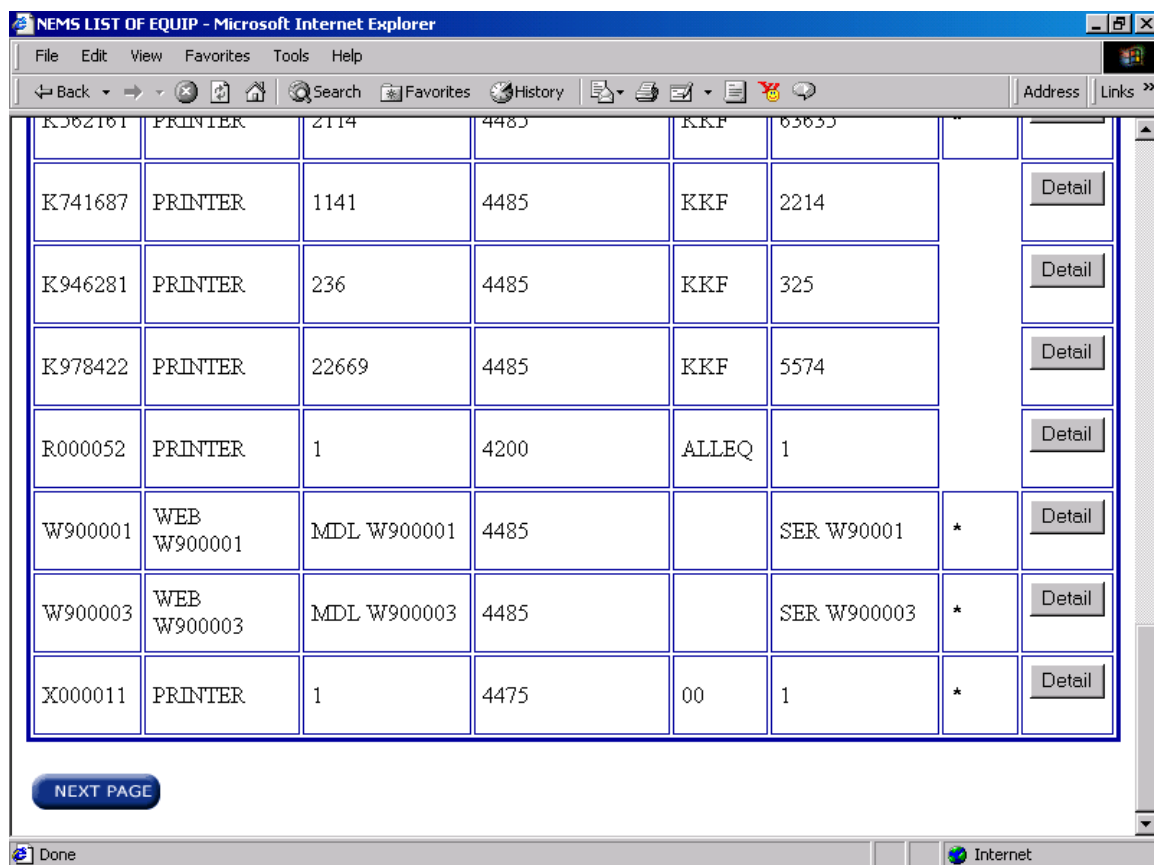
LIST OF EQUIPMENT FOR kerrie [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
A900001	WEB A900001	MDL A900001	4200	200	SER A900001	*	<input type="button" value="Detail"/>
B900001	WEB B900001	MDL B900001	4485		SER B900001	*	<input type="button" value="Detail"/>
E000015	COMPUTER	11	4485	ALLEQ	11	*	<input type="button" value="Detail"/>
E000016	COMPUTER	1	4200	ALLEQ	1	*	<input type="button" value="Detail"/>

3.3.1.1 View List of Equipment Assigned to You – Next Page

Scroll to the bottom of the page. If a custodian/user has more than 25 pieces of equipment then the NEXT PAGE button will be displayed at the end of the equipment list. The custodian/user can display the next page of equipment until all equipment for the custodian/user has been displayed by clicking on the NEXT PAGE button.



INPUT DATA

- Click **NEXT PAGE** button. The list of equipment displays the next page of equipment for the Custodian/User.

The next page of equipment will be displayed starting with the last ECN from the previous list.

When all the equipment has been displayed, the NEXT PAGE button will disappear.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

LIST OF EQUIPMENT FOR kerrie [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
X000011	PRINTER	1	4475	00	1	*	<input type="button" value="Detail"/>
X000012	PRINTER	1	4200		1		<input type="button" value="Detail"/>
X000013	PRINTER	1	4200		1		<input type="button" value="Detail"/>
X000014	COMPUTER	1	4200		1		<input type="button" value="Detail"/>

3.3.1.2 View List of Equipment Assigned to You – New Starting Value

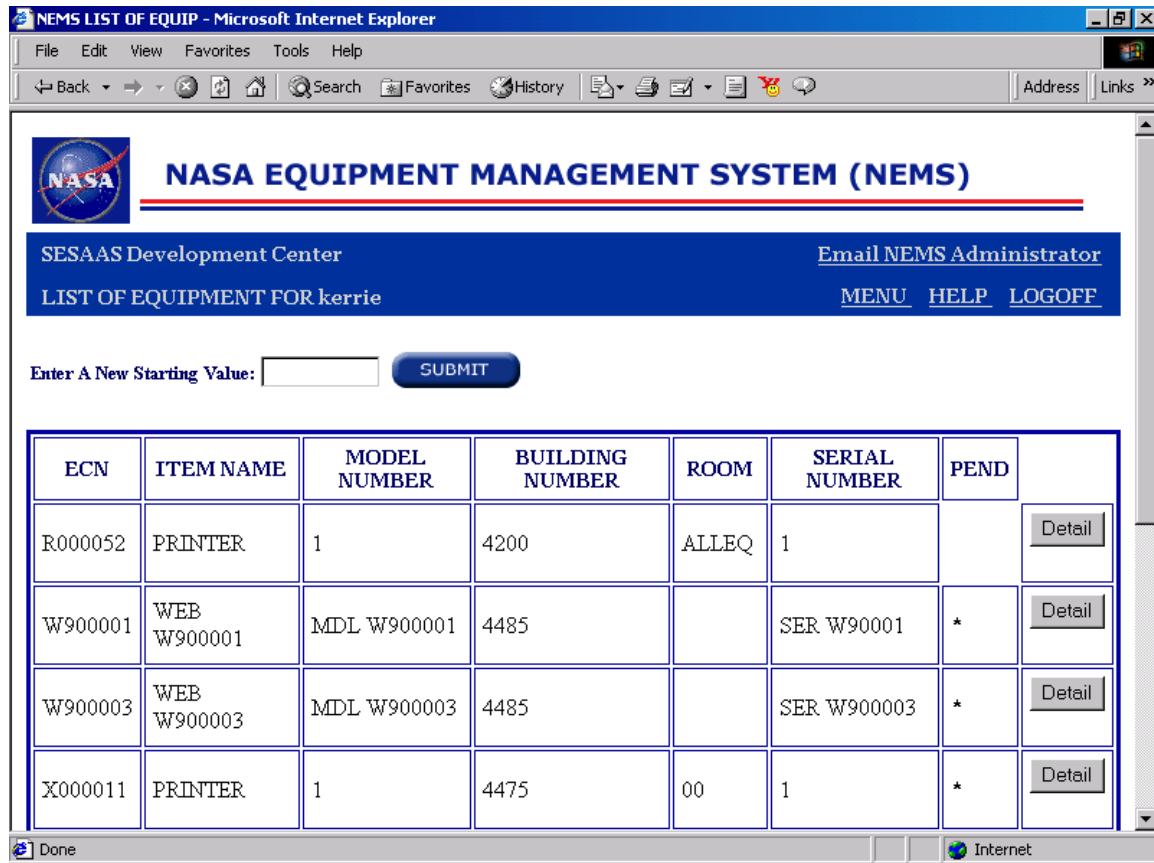
If the custodian/user wants to start the list at a certain point they can enter an ECN or partial ECN to reposition the equipment list to the desired value. The ECN or partial ECN can be entered at the top of the page at Enter A New Starting Value.

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
X000011	PRINTER	1	4475	00	1	*	Detail
X000012	PRINTER	1	4200		1		Detail
X000013	PRINTER	1	4200		1		Detail
X000014	COMPUTER	1	4200		1		Detail

INPUT DATA

- Enter a New Starting Value (partial or complete ECN) and Click **SUBMIT** button.

The list of equipment will be displayed starting with the ECN entered or the next ECN when the ECN entered is not available.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

LIST OF EQUIPMENT FOR kerrie [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
R000052	PRINTER	1	4200	ALLEQ	1		<input type="button" value="Detail"/>
W900001	WEB W900001	MDL W900001	4485		SER W90001	*	<input type="button" value="Detail"/>
W900003	WEB W900003	MDL W900003	4485		SER W900003	*	<input type="button" value="Detail"/>
X000011	PRINTER	1	4475	00	1	*	<input type="button" value="Detail"/>

3.3.1.3 View List of Equipment Assigned to You – Detail (For Custodian)

The View List Of Equipment Assigned To You – Detail (Custodian) allows the custodian to see more detail for the selected ECN. The ECN, Item Name, Model Number, Serial Number, Building, Room, Zip Code, Condition Code, Availability Status Code, Current User No, User Name, and Local Data will be displayed. If the item is waiting to be transferred to another custodian or user, the new custodian/user's name will be displayed next to Transfer Pending To.

The custodian has the option to update the following fields: building, room, User, Custodian, zip code*, location*, condition code*, availability status code*, and local data*. (* - these fields are optional for each center) The following are the transactions that can be performed: W26 (Custodian Change), W29 (Equipment Location Change), and W31 (User Change).

The screenshot shows the NASA Equipment Management System (NEMS) web interface in Microsoft Internet Explorer. The page title is "NEMS ECN LIST - Microsoft Internet Explorer". The browser's address bar shows "Address" and "Links". The page header includes the NASA logo and the text "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)". Below the header, there is a blue navigation bar with "SESAAS Development Center" and "Email NEMS Administrator". The main content area displays "ECN DETAIL FOR KERRIE" and "MENU HELP LOGOFF". The equipment details for ECN: K209080 are shown, including Item Name: PRINTER, Model Number: 256, Serial Number: 828, Building: 4485, Room: 300, Zip Code: 35812, Condition Code: 4, Availability Status Code: A, Current User No: 90781, and User Name: A VAUGHN. Below the details, there is a section titled "Please Enter:" with input fields for New Building, New Room, New UserID, New Custodian, New Zip Code, New Location, New Condition Code, and New Avail. Status Code. There are also buttons for "List Bldgs", "List Users", and "List Custodians", each with a "(Enter Value)" prompt. A "New Local Data:" input field is also present. At the bottom, there is a button labeled "UPDATE THIS ITEM".

3.3.1.3.1 Custodian Change (W26)

The Custodian change (W26) transaction allows a custodian to transfer a piece of equipment to another custodian. The following fields are valid to change for a custodian change: building, room, user, custodian, zip code, location, condition code, availability status code, and local data. This transfer is dependent of the new custodian accepting the transfer.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR KERRIE [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K209080 Item Name: PRINTER
 Model Number: 256 Serial Number: 828
 Building: 4485 Room: 300 Zip Code: 35812
 Condition Code: 4 Availability Status Code: A
 Current User No: 90781 User Name: A VAUGHN
 Local Data:

Please Enter:

New Building: New Room: New UserID: New Custodian:

List Bldgs (Enter Value) List Users (Enter Value) List Custodians (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:

INPUT DATA

- New Building Optional for W26 (must be on NEMS table 102).
- New Room Optional for W26
- New User ID Optional for W26 (Must be on NEMS Table 090)
- New Custodian Required for W26 (Must be on NEMS Table 078)
- New Zip Code Optional for W26
- New Location Optional for W26
- New Condition Code Optional for W26 (Must be on NEMS Table 510)
- New Avail Status Code Optional for W26 (Must be on NEMS Table 078)

Table 410)

Optional for W26

- New Local Data
- Click on the **List Custodians** button, if the custodian account number is not known. A list of custodians from NEMS table 078 will be displayed. If a value is entered in the New Custodian field, the list will start from that value.

3.3.1.3.1.1 List Custodians

The List Custodians screen will display the custodians in NEMS table 078. Up to 50 custodians can be displayed at one time. The custodian will have the opportunity to enter a custodian number from which to start the list of custodians.

NEMS CUSTODIANS ID List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address Links

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF CUSTODIANS [HELP](#) [CLOSE](#)

Enter A Starting Custodian ID:

Custodian ID	Custodian Name
BENRACK	BEN CUST:1
CAAAAD	J C TEST 1
CAAAAE	J C TEST 2
CCRA1	CCR 298 JAB
CCRA2	CCR 298 JUNE
CCRA3	CCR298BJA
C50000	J C TEST
C50001	J C TEST 2
FARBMKK	KERRIE FARBMAN
JAAAA	JULIA REYNOLDS
JBB	CNAME

Internet

3.3.1.3.1.1.1 List Custodians – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more custodians remain to be displayed.



The screenshot shows a Microsoft Internet Explorer window titled "NEMS CUSTODIANS ID List". The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area displays a table with two columns: an ID number and a custodian's name. The IDs are underlined and appear to be hyperlinks. Below the table is a blue button labeled "NEXT PAGE". The status bar at the bottom shows the "Internet" icon.

02439	TROLINGER JOAN G
02503	WILLIAMS JERRY A
02505	BIGGS PATRICK
02591	HEFLIN JOHNNY L
02605	ELMORE JASON L
02614	HOLEMAN LEIGH ANN
03005	CRUMBLEY ROBERT
03006	BLACKMAN WILLIAM M
03012	AUSTIN ROBERT E
03056	SMITH THOMAS H
03074	LESTER WILLIAM R JR
03077	MCCLURE NANCY S
03080	PARKS ROBERT W
03084	BLEIER BB
03096	SMITH SHELBY C
03104	REEVES JACQUELYN W
03110	ANGLIN WILLIAM T
03123	PHILIPS ALAN D

NEXT PAGE


INPUT DATA

- If the custodian clicks on the **NEXT PAGE** button, the list of custodians will be redisplayed starting with the last custodian from the previous page.

NEMS CUSTODIANS ID List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address Links

 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Center Name [Email NEMS Administrator](#)

LIST OF CUSTODIANS [HELP](#) [CLOSE](#)

Enter A Starting Custodian ID: [SUBMIT](#)

Custodian ID	Custodian Name
03123	PHILIPS ALAN D
03141	KEY JE
03144	BUTLER BW
03145	PLONKA BARBARA D
03167	NEWMAN N C (JIM)
03168	MOORE MICHAEL A. (TONY)

javascript:self.close() Internet

3.3.1.3.1.1.2 List Custodians – New Starting Value

The list of custodians will be redisplayed starting with the custodian account number (or partial custodian account number) entered in the New Starting Value field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF CUSTODIANS [HELP](#) [CLOSE](#)

Enter A Starting Custodian ID:

Custodian ID	Custodian Name
BENRACK	BEN CUST:1
CAAAAD	J C TEST 1
CAAAAE	J C TEST 2
CCRA1	CCR 298 JAB
CCRA2	CCR 298 JUNE
CCRA3	CCR298BJA
C50000	J C TEST
C50001	J C TEST 2
FARBMKK	KERRIE FARBMAN
JAAAA	JULIA REYNOLDS
JBB	CNAME

T INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of custodian accounts from NEMS table 078 will be displayed starting with that custodian account entered or with the next custodian account if that one is not available.

3.3.1.3.1.1.3 List Custodians – Selection

To select a new custodian for the ECN, click on the custodian ID or name.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF CUSTODIANS [HELP](#) [CLOSE](#)

Enter A Starting Custodian ID:

Custodian ID	Custodian Name
JAAAA	JULIA REYNOLDS
JBB	CNAME
JVV	
JVWEB	J VAUGHN
KERIE	KERIE FARBMAN
MAAAA	JULIA REYNOLDS
MSJMP	JULIA REYNOLDS
MSJMR	JULIA REYNOLDS
MSJOC	NEAL CANTRELL
MSKDW	TEST
MSMLP	JULIA REYNOLDS

INPUT DATA

- Click on **Custodian ID** or **Custodian Name**.
The custodian account number will be passed back to the List of Equipment screen in the New Custodian field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR KERRIE [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K209080 Item Name: PRINTER
 Model Number: 256 Serial Number: 828
 Building: 4485 Room: 300 Zip Code: 35812
 Condition Code: 4 Availability Status Code: A
 Current User No: 90781 User Name: A VAUGHN
 Local Data:

Please Enter:

New Building: New Room: New UserID: New Custodian:

List Bldgs (Enter Value) List Users (Enter Value) List Custodians (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:


UPDATE THIS ITEM

INPUT DATA

- Click **UPDATE THIS ITEM** button.
 Upon validation of the New Custodian, the custodian field is updated. If the other valid fields were entered, they will also be verified and updated. The list of equipment is redisplayed with a message indicating that the ECN was changed. Also an email is sent to the new custodian stating that the equipment is being transferred to them.

NEMS LIST OF EQUIP - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address Links



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center
LIST OF EQUIPMENT FOR kerrie

[Email NEMS Administrator](#)
[MENU](#) [HELP](#) [LOGOFF](#)

W00 - TRANSFER SCHEDULED
Email notification has been sent to JULIA.REYNOLDS@MSFC.NASA.GOV

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K209080	PRINTER	256	4485	300	828	*	<input type="button" value="Detail"/>
K259867	PRINTER	3236	4203	110	22544	*	<input type="button" value="Detail"/>
K332197	PRINTER	2251	4485	854	25512	*	<input type="button" value="Detail"/>
K379812	PRINTER	26965	A. NOC	224	22512	*	<input type="button" value="Detail"/>

Done Internet

3.3.1.3.2 Equipment Location Change (W29)

The Equipment Location Change (W29) transaction allows a user to update the location information for a piece of equipment. The following are valid fields for the Equipment Location Change: building, room, zip code, and location.

The screenshot shows the NASA Equipment Management System (NEMS) web interface in Microsoft Internet Explorer. The page title is "NEMS ECN LIST - Microsoft Internet Explorer". The main header displays the NASA logo and the text "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)". Below the header, there is a navigation bar with links: "Email NEMS Administrator", "MENU", "HELP", and "LOGOFF". The main content area displays the following information:

ECN: K422781
Model Number: 25696
Building: 4200
Condition Code: 1
Current User No: 90781
Local Data:

Item Name: PRINTER
Serial Number: 3241
Zip Code: 35812
Availability Status Code: D
User Name: A VAUGHN

Below the information, there is a section titled "Please Enter:" with several input fields and buttons:

- New Building:
- New Room:
- New UserID:
- New Custodian:
- List Bldgs (Enter Value)
- List Users (Enter Value)
- List Custodians (Enter Value)
- New Zip Code:
- New Location:
- New Condition Code:
- New Avail. Status Code:
- New Local Data:
- UPDATE THIS ITEM

INPUT DATA

- New Building
Optional for transaction W29 (must be on NEMS table 102)
- New Room
Optional for transaction W29 (must enter a building if entering a room)
- New User ID
Must not be entered for transaction W29
- New Custodian
Must not be entered for transaction W29
- New Zip Code
Optional for transaction W29
- New Location
Optional for transaction W29
- New Condition Code
Must not be entered for transaction W29
- New Avail Status Code
Must not be entered for transaction W29
- New Local Data
Must not be entered for transaction W29
- Click on the **List Bldgs** button, if the building number is not known.

A list of buildings from NEMS table 102 will be displayed. If a value is entered in the New Building field the list will start from that value.

3.3.1.3.2.1 List Buildings

The List Buildings screen will display the buildings in NEMS table 102. Up to 50 buildings can be displayed at one time. The user will have the opportunity to enter a building from which to start the list of buildings.

NEMS Building List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail News RSS Feeds Address Links

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name Email NEMS Administrator

LIST OF BUILDING HELP CLOSE

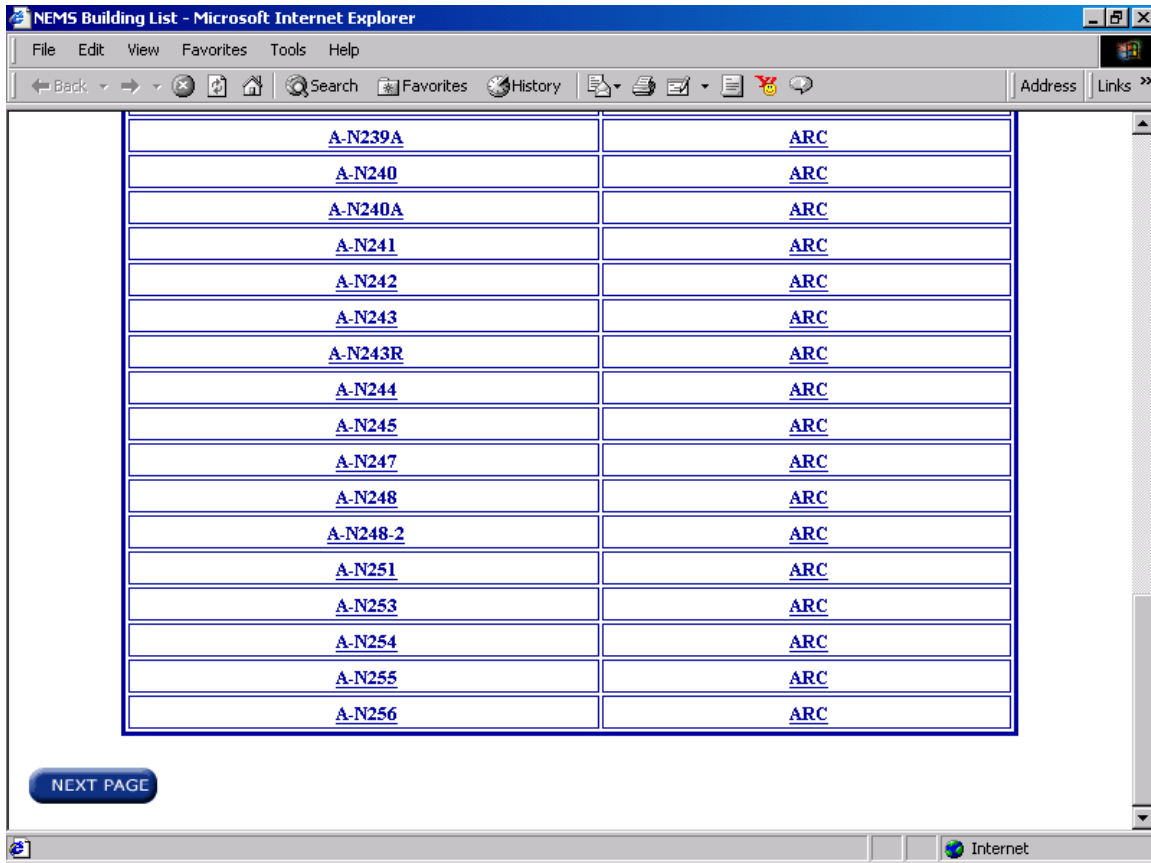
Enter A Starting Building Nbr: SUBMIT

BUILDING NUMBER	BUILDING NAME
A-FEDX	ARC/FEDERA
A-M015	ARC
A-M016	ARC
A-M019	ARC
A-M026	ARC
A-NOC	ARC
A-N019	ARC
A-N200	ARC
A-N201	ARC
A-N202	ARC

Internet

3.3.1.3.2.1.1 List Buildings – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more buildings remain to be displayed.




INPUT DATA

- If the user clicks on the **NEXT PAGE** button, the list of buildings will be redisplayed starting with the last building from the previous page.

NEMS Building List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Address Links

 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Center Name [Email NEMS Administrator](#)

LIST OF BUILDING [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr:

BUILDING NUMBER	BUILDING NAME
A-N256	ARC
A-N257	ARC
A-N258	ARC
A-N260	ARC
A-N261	ARC
A-N262	ARC
A-N263	ARC
A-N269	ARC
A-OREGON	ARC/ORE UN
A-TA20	ARC/TRAILE

Internet

3.3.1.3.2.1.2 List Buildings – New Starting Value

The list of buildings will be redisplayed starting with the building number (or partial building number) entered in the New Starting Value field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF BUILDING [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr:

BUILDING NUMBER	BUILDING NAME
A-N256	ARC
A-N257	ARC
A-N258	ARC
A-N260	ARC
A-N261	ARC
A-N262	ARC
A-N263	ARC
A-N269	ARC
A-OREGON	ARC/ORE UN
A-TA20	ARC/TRAILE

INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of buildings from NEMS table 102 will be displayed starting with that building entered or with the next building if that one is not available.

3.3.1.3.2.1.3 List Buildings – Selection

To select a new building for the ECN, click on the building.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

[LIST OF BUILDING](#) [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr:

BUILDING NUMBER	BUILDING NAME
A-N256	ARC
A-N257	ARC
A-N258	ARC
A-N260	ARC
A-N261	ARC
A-N262	ARC
A-N263	ARC
A-N269	ARC
A-OREGON	ARC/ORE UN
A-TA20	ARC/TRAILE

INPUT DATA

- Click on **Building Number** or **Building Name**.
The building number will be passed back to the List of Equipment screen in the New Building field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR KERRIE [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K422781 Item Name: PRINTER
 Model Number: 25696 Serial Number: 3241
 Building: 4200 Room: KKF Zip Code: 35812
 Condition Code: 1 Availability Status Code: D
 Current User No: 90781 User Name: A VAUGHN
 Local Data:

Please Enter:

New Building: New Room: New UserID: New Custodian:

List Bldgs (Enter Value) List Users (Enter Value) List Custodians (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:

UPDATE THIS ITEM


INPUT DATA

- Click **UPDATE THIS ITEM** button.
Upon validation of the New Building, the building, room, zip code, and location fields are updated. The list of equipment is redisplayed with a message indicating that the ECN was changed.

NEMS LIST OF EQUIP - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address Links



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center
LIST OF EQUIPMENT FOR kerrie

[Email NEMS Administrator](#)
[MENU](#) [HELP](#) [LOGOFF](#)

ECN K422781 WAS CHANGED. ERN: 821972040

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K422781	PRINTER	25696	4201	KKF	3241		<input type="button" value="Detail"/>
K428791	PRINTER	2366	4485	452	325		<input type="button" value="Detail"/>
K432681	PRINTER	662	4485	541	5528		<input type="button" value="Detail"/>
K433197	PRINTER	2266	4485	KKF	82285		<input type="button" value="Detail"/>

Done Internet

3.3.1.3.3 Update User ID (W31)

The Update User ID (W31) transaction allows a custodian to transfer a piece of equipment to a user. This transaction is dependent on the new user accepting the transfer.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

LIST OF EQUIPMENT FOR kerrie [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
A900001	WEB A900001	MDL A900001	4200	200	SER A900001	*	<input type="button" value="Detail"/>
B900001	WEB B900001	MDL B900001	4485		SER B900001	*	<input type="button" value="Detail"/>
E000015	COMPUTER	11	4485	ALLEQ	11	*	<input type="button" value="Detail"/>
E000016	COMPUTER	1	4200	ALLEQ	1	*	<input type="button" value="Detail"/>
							<input type="button" value="Detail"/>

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR KERRIE [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K422781 Item Name: PRINTER
 Model Number: 25696 Serial Number: 3241
 Building: 4201 Room: KKF Zip Code: 35812
 Condition Code: 1 Availability Status Code: D
 Current User No: 90781 User Name: A VAUGHN
 Local Data:

Please Enter:

New Building: New Room: New UserID: New Custodian:

(Enter Value) (Enter Value) (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:

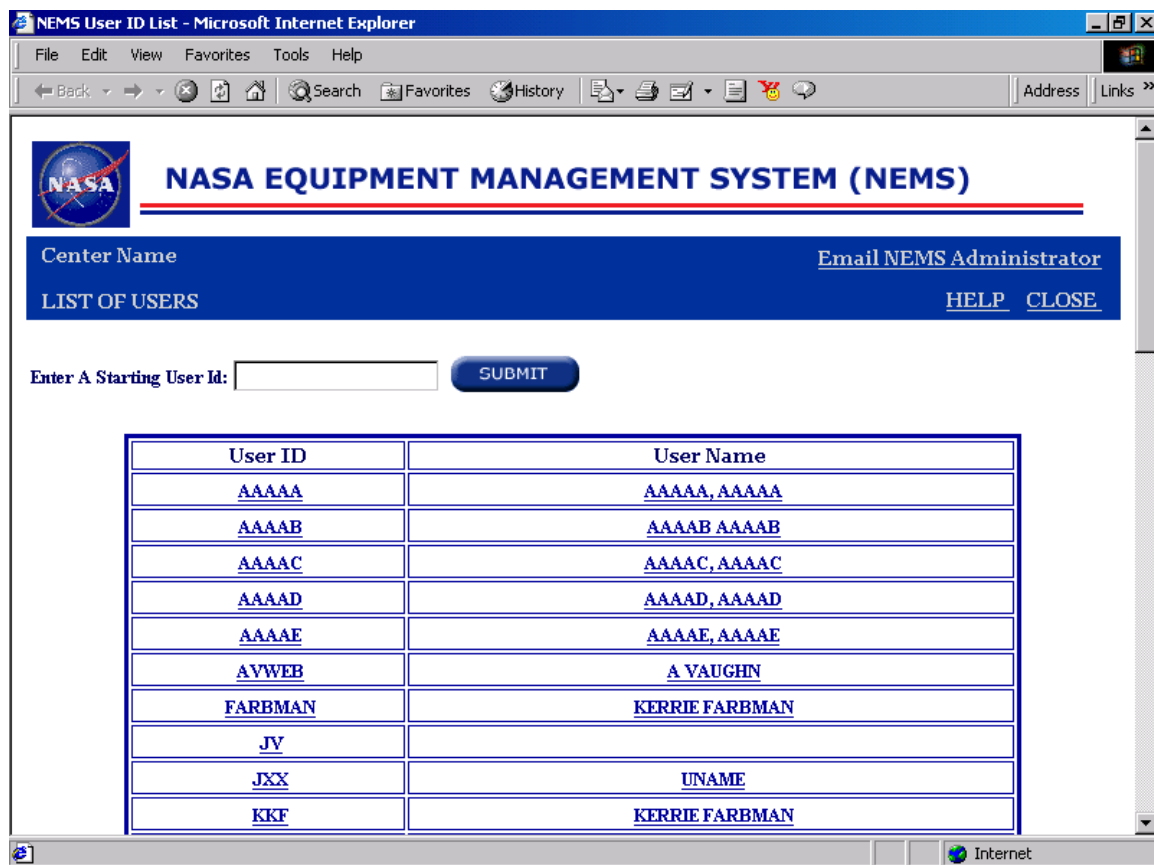
INPUT DATA

- New Building Optional for W31 (must be on NEMS table 102).
- New Room Optional for W31
- New User ID Required for W31 (Must be on NEMS Table 090)
- New Custodian Optional for W31 (Must be on NEMS Table 078)
- New Zip Code Optional (changes to W26)
- New Location Optional (changes to W26)
- New Condition Code Optional (changes to W26) (Must be on NEMS Table 510)
- New Avail Status Code Optional (changes to W26) (Must be on NEMS Table 410)
- New Local Data Optional (changes to W26)
- If the custodian clicks on the **List Users** button, a list of Users from NEMS table 090 will be displayed. If a value is entered in the New User ID field the list will start from that User ID or the next User ID if that one is not available.

- If Zip Code, Location, Condition Code, Avail Status Code, or Local Data are entered when changing the user, the transaction number is changed to W26.

3.3.1.3.3.1 List Web User IDs

The List Web User IDs screen will display the Web User IDs in NEMS table 090. Up to 50 User IDs can be displayed at one time. The custodian will have the opportunity to enter a User ID from which to start the list of User IDs.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

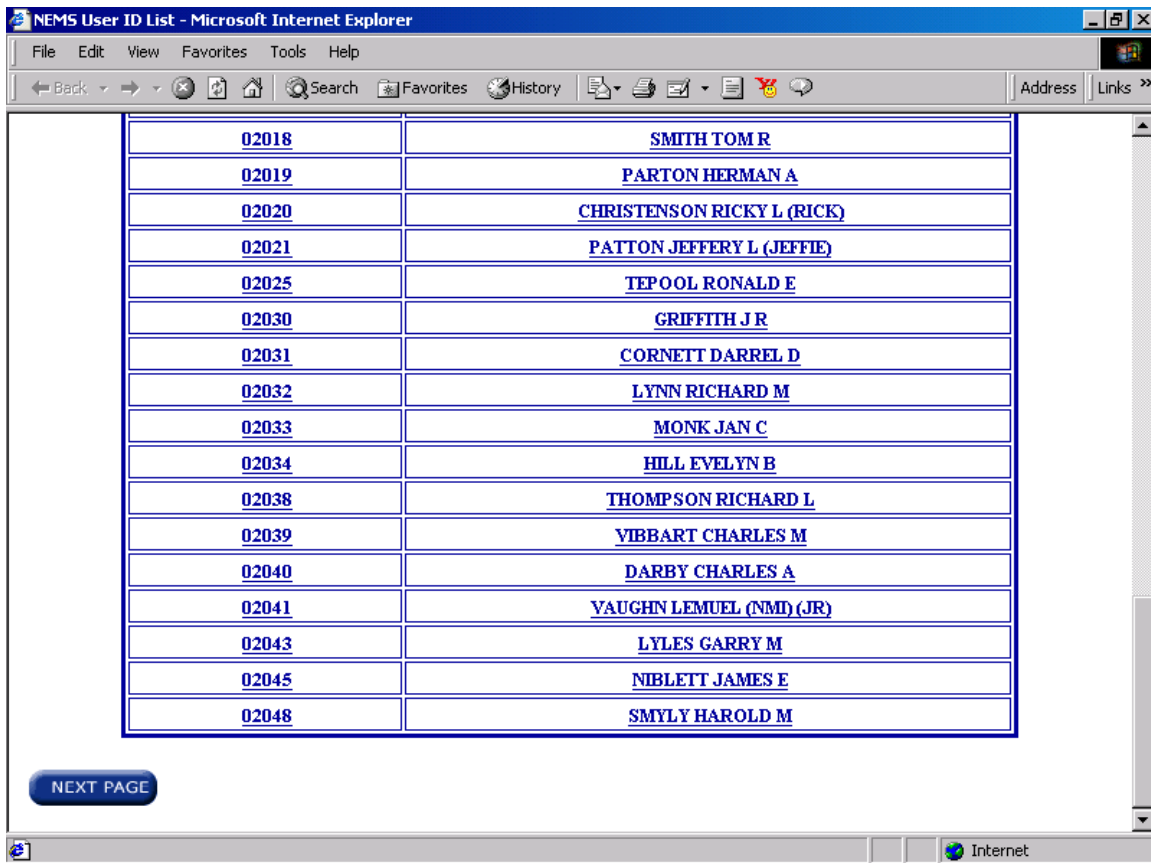
LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
AAAAA	AAAAA, AAAAA
AAAAAB	AAAAAB AAAAB
AAAAAC	AAAAAC, AAAAC
AAAAAD	AAAAAD, AAAAD
AAAAAE	AAAAAE, AAAAE
AVWEB	A VAUGHN
FARBMAN	KERRIE FARBMAN
JV	
JXX	UNAME
KKF	KERRIE FARBMAN

3.3.1.3.3.1.1 List User IDs – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more User IDs remain to be displayed. The **NEXT PAGE** button will allow the custodian to display the next page of User IDs.



INPUT DATA

- If the custodian clicks on the **NEXT PAGE** button, the next page of User IDs from NEMS table 090 will be displayed.

The list of User IDs will be redisplayed starting with the last User ID from the previous page.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

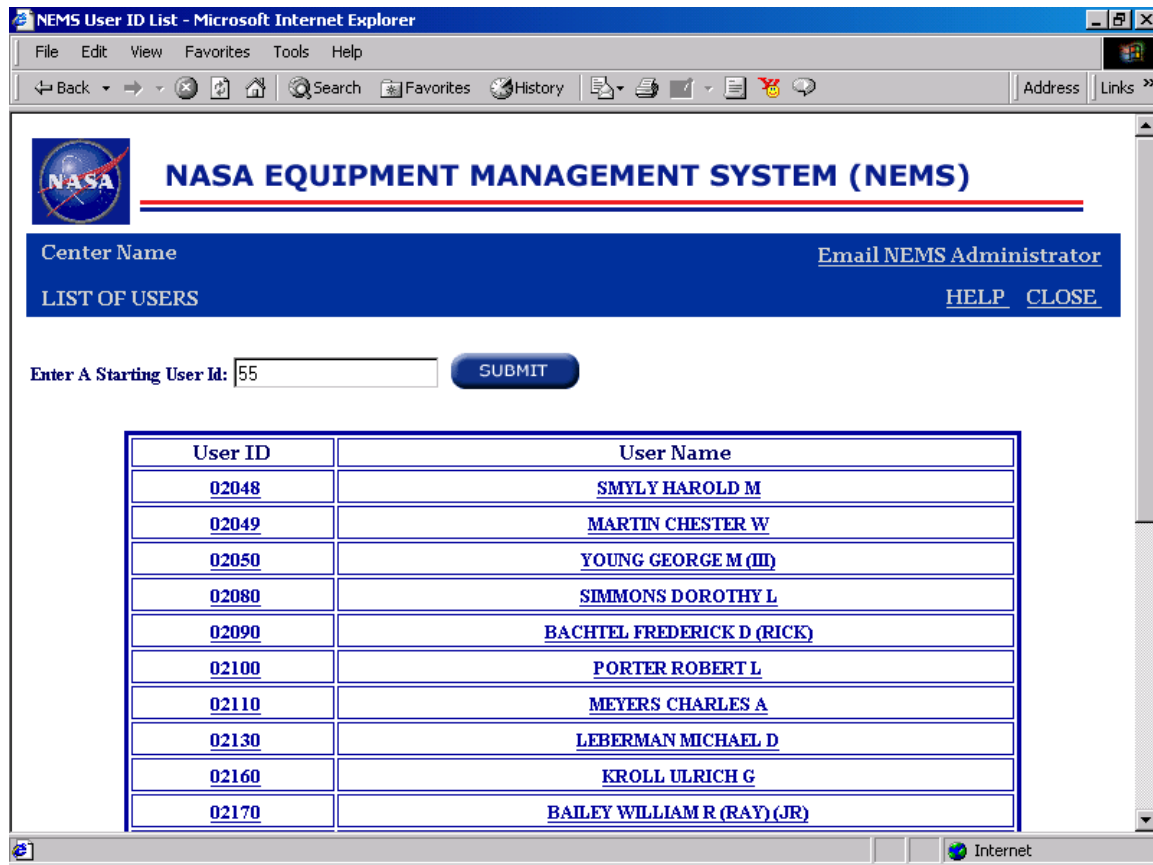
LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id: [SUBMIT](#)

User ID	User Name
02048	SMYLY HAROLD M
02049	MARTIN CHESTER W
02050	YOUNG GEORGE M (III)
02080	SIMMONS DOROTHY L
02090	BACHTEL FREDERICK D (RICK)
02100	PORTER ROBERT L
02110	MEYERS CHARLES A
02130	LEBERMAN MICHAEL D
02160	KROLL ULRICH G
02170	BAILEY WILLIAM R (RAY) (JR)

3.3.1.3.3.1.2 List User IDs – New Starting Value

The list of User IDs will be redisplayed starting with the User ID (or partial User ID) entered in the New Starting Value field.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
02048	SMYLY HAROLD M
02049	MARTIN CHESTER W
02050	YOUNG GEORGE M (III)
02080	SIMMONS DOROTHY L
02090	BACHTEL FREDERICK D (RICK)
02100	PORTER ROBERT L
02110	MEYERS CHARLES A
02130	LEBERMAN MICHAEL D
02160	KROLL ULRICH G
02170	BAILEY WILLIAM R (RAY) (JR)

INPUT DATA

- Enter A New Starting Value and click the **SUBMIT** button. The list of User IDs from NEMS table 090 will be displayed starting with the User ID entered or with the next User ID if that one is not available.

3.3.1.3.3.1.3 List User IDs – Selection

To select a new User ID for the piece of equipment, click on the User ID.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
02048	SMYLY HAROLD M
02049	MARTIN CHESTER W
02050	YOUNG GEORGE M (III)
02080	SIMMONS DOROTHY L
02090	BACHTEL FREDERICK D (RICK)
02100	PORTER ROBERT L
02110	MEYERS CHARLES A
02130	LEBERMAN MICHAEL D
02160	KROLL ULRICH G
02170	BAILEY WILLIAM R (RAY) (JR)

INPUT DATA

- Click on User ID or User Name.
The User ID will be passed back to the List of Equipment screen in the New User ID field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR KERRIE [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K422781
Model Number: 25696
Building: 4201
Condition Code: 1
Current User No: 90781
Local Data:

Room: KKF
Item Name: PRINTER
Serial Number: 3241
Zip Code: 35812
Availability Status Code: D
User Name: A VAUGHN

Please Enter:

New Building: New Room: New UserID: New Custodian:

(Enter Value) (Enter Value) (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:


New Local Data:

INPUT DATA

- Click **UPDATE THIS ITEM** button.
Upon validation of the new User ID, the ECN is added to the pending file for approval by the new user. The list of equipment is displayed with a message indicating that the transaction was successfully completed and an email notification has been sent to the new user.

NEMS LIST OF EQUIP - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address Links



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

LIST OF EQUIPMENT FOR kerrie [MENU](#) [HELP](#) [LOGOFF](#)

W00 - TRANSFER SCHEDULED
Email notification has been sent to KERRIE.FARBMAN@MSFC.NASA.GOV

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K422781	PRINTER	25696	4201	KKF	3241	*	<input type="button" value="Detail"/>
K428791	PRINTER	2366	4485	452	325		<input type="button" value="Detail"/>
K432681	PRINTER	662	4485	541	5528		<input type="button" value="Detail"/>
K433197	PRINTER	2266	4485	KKF	82285		<input type="button" value="Detail"/>

Done Internet

3.3.1.4 View List of Equipment Assigned to You – Detail (User)

The View List Of Equipment Assigned To You - Detail allows the user to see more detail for the selected ECN. The ECN, Item Name, Model Number, Serial Number, Building, Room, Zip Code, Condition Code, Availability Status Code, and Local Data will be displayed. If the item is waiting to be transferred to another user, the new user's name will be displayed next to Transfer Pending To.

The user has the option to update the Building and Room information (W29 transaction) or transfer the equipment to another user (W31 transaction).

NEMS ECN LIST - Microsoft Internet Explorer

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NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR FARBMAN [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K428791 Item Name: PRINTER
Model Number: 2366 Serial Number: 325
Building: 4485 Room: 452 Zip Code: 35812
Condition Code: 4 Availability Status Code: A
Current User No: 778877 User Name: KERRIE FARBMAN
Local Data:

Please Enter:

New Building: New Room: New UserID:

List Bldgs (Enter Value) List Users (Enter Value)

UPDATE THIS ITEM

Done Internet

3.3.1.4.1 Update Building and Room Number (W29)

The Building and Room Number (W29) transaction allows a user to update the Building and Room information for a piece of equipment.

The screenshot shows a web browser window titled "NEMS ECN LIST - Microsoft Internet Explorer". The page header includes the NASA logo and the text "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)". Below the header, there is a navigation bar with links: "Email NEMS Administrator", "MENU", "HELP", and "LOGOFF". The main content area displays the following information:

ECN: K428791
Model Number: 2366
Building: 4485
Condition Code: 4
Current User No: 778877
Local Data:

Item Name: PRINTER
Serial Number: 325
Zip Code: 35812
Availability Status Code: A
User Name: KERRIE FARBMAN

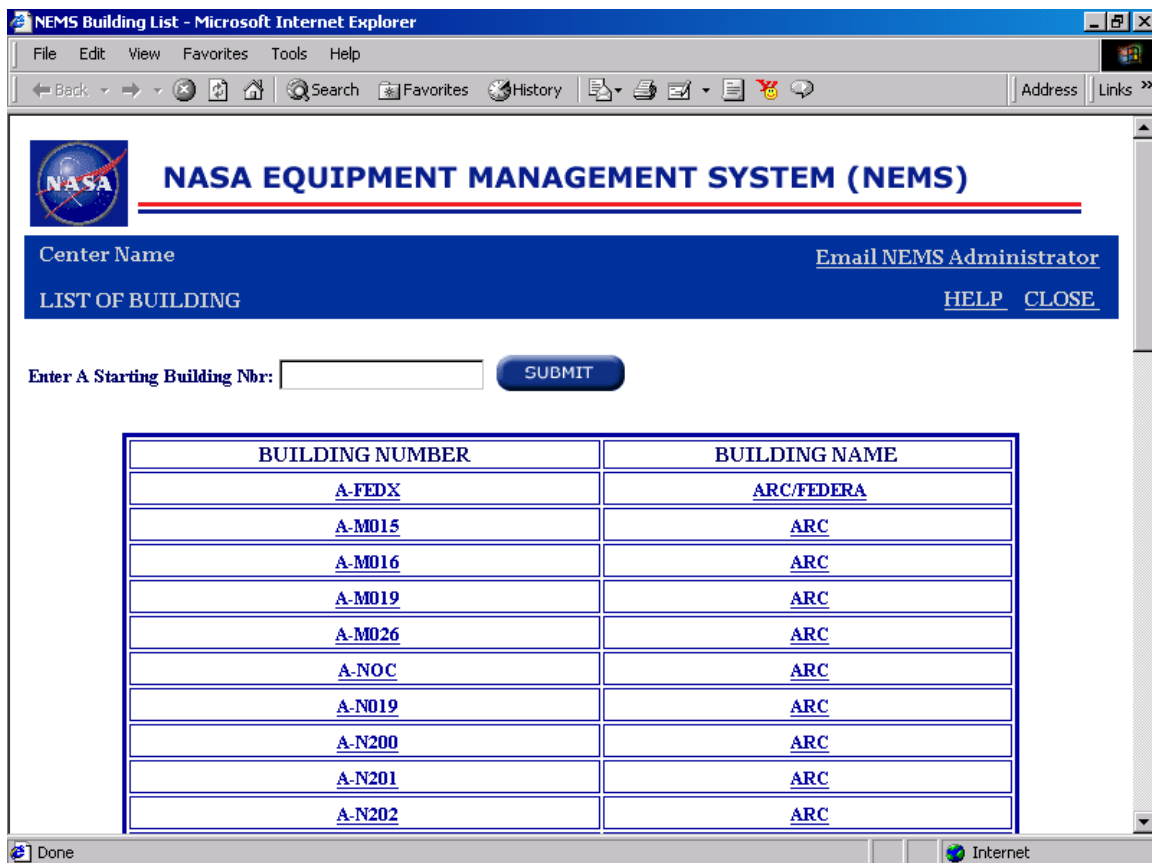
Below the information, there is a section titled "Please Enter:" with three input fields: "New Building:", "New Room:", and "New UserID:". Each field has a "List" button next to it. The "List Bldgs" button is labeled "(Enter Value)" and the "List Users" button is also labeled "(Enter Value)". There is a large "UPDATE THIS ITEM" button at the bottom of the form.

INPUT DATA

- New Building Required for transaction W29, must be on NEMS table 102.
- New Room Optional for transaction W29
- New User ID Must not be entered for transaction W29
- Click on the **List Bldgs** button, if the building number is not known. A list of buildings from NEMS table 102 will be displayed. If a value is entered in the New Building field the list will start from that value.

3.3.1.4.1.1 List Buildings

The List Buildings screen will display the buildings in NEMS table 102. Up to 50 buildings can be displayed at one time. The user will have the opportunity to enter a building from which to start the list of buildings.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

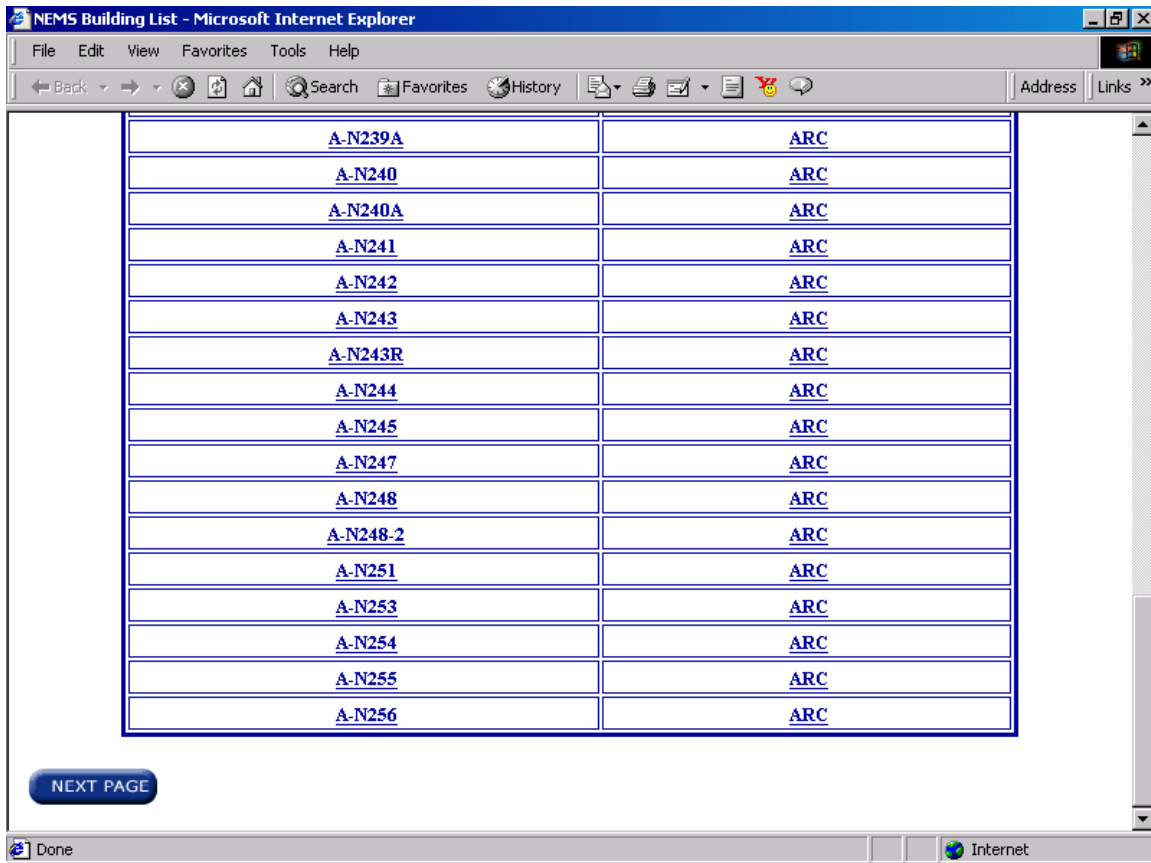
LIST OF BUILDING [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr:

BUILDING NUMBER	BUILDING NAME
A-FEDX	ARC/FEDERA
A-M015	ARC
A-M016	ARC
A-M019	ARC
A-M026	ARC
A-NOC	ARC
A-N019	ARC
A-N200	ARC
A-N201	ARC
A-N202	ARC

3.3.1.4.1.1.1 List Buildings – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more buildings remain to be displayed.




INPUT DATA

- If the user clicks on the **NEXT PAGE** button, the list of buildings will be redisplayed starting with the last building from the previous page.

NEMS Building List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Center Name [Email NEMS Administrator](#)

LIST OF BUILDING [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr:

BUILDING NUMBER	BUILDING NAME
A-FEDX	ARC/FEDERA
A-M015	ARC
A-M016	ARC
A-M019	ARC
A-M026	ARC
A-NOC	ARC
A-N019	ARC
A-N200	ARC
A-N201	ARC
A-N202	ARC

Internet

3.3.1.4.1.1.2 List Buildings – New Starting Value

The list of buildings will be redisplayed starting with the building number (or partial building number) entered in the New Starting Value field.

BUILDING NUMBER	BUILDING NAME
A-FEDX	ARC/FEDERA
A-M015	ARC
A-M016	ARC
A-M019	ARC
A-M026	ARC
A-NOC	ARC
A-N019	ARC
A-N200	ARC
A-N201	ARC
A-N202	ARC

INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of buildings from NEMS table 102 will be displayed starting with that building entered or with the next building if that one is not available.

3.3.1.4.1.1.3 List Buildings – Selection

To select a new building for the ECN, click on the building.

NEMS Building List - Microsoft Internet Explorer

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NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF BUILDING [HELP](#) [CLOSE](#)

Enter A Starting Building Nbr: [SUBMIT](#)

BUILDING NUMBER	BUILDING NAME
A-FEDX	ARC/FEDERA
A-M015	ARC
A-M016	ARC
A-M019	ARC
A-M026	ARC
A-NOC	ARC
A-N019	ARC
A-N200	ARC
A-N201	ARC
A-N202	ARC

Internet

INPUT DATA

- Click on **Building Number** or **Building Name**.
The building number will be passed back to the List of Equipment screen in the New Building field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)
ECN DETAIL FOR FARBMAN [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K428791 Item Name: PRINTER
Model Number: 2366 Serial Number: 325
Building: 4485 Room: 452 Zip Code: 35812
Condition Code: 4 Availability Status Code: A
Current User No: 778877 User Name: KERRIE FARBMAN
Local Data:


Please Enter:
New Building: New Room: New UserID:
 (Enter Value) (Enter Value)

INPUT DATA

- Click **UPDATE THIS ITEM** button.
Upon validation of the New Building the building and room fields are updated. The list of equipment is redisplayed with a message indicating that the ECN was changed.

NEMS LIST OF EQUIP - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address Links



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center
LIST OF EQUIPMENT FOR farbman

[Email NEMS Administrator](#)
[MENU](#) [HELP](#) [LOGOFF](#)

ECN K428791 WAS CHANGED. ERN: 821972041

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K428791	PRINTER	2366	A-NOC	452	325		<input type="button" value="Detail"/>
K432681	PRINTER	662	4485	541	5528		<input type="button" value="Detail"/>
K546190	PRINTER	1214526	4485	KKF	6325		<input type="button" value="Detail"/>
K741687	PRINTER	1141	4485	KKF	2214		<input type="button" value="Detail"/>

Done Internet

3.3.1.4.2 Update User ID (W31)

The Update User ID (W31) transaction allows a user to transfer a piece of equipment to another user. This transaction is dependent on the new user accepting the transfer.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

LIST OF EQUIPMENT FOR farbman [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K421011	PRINTER	2252	4485	345	2141	*	<input type="button" value="Detail"/>
K428791	PRINTER	2366	A-NOC	452	325		<input type="button" value="Detail"/>
K432681	PRINTER	662	4485	541	5528		<input type="button" value="Detail"/>
K546190	PRINTER	1214526	4485	KKF	6325		<input type="button" value="Detail"/>
							<input type="button" value="Detail"/>

NEMS ECN LIST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR FARBMAN [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K428791 Item Name: PRINTER
Model Number: 2366 Serial Number: 325
Building: A-NOC Room: 452 Zip Code: 35812
Condition Code: 4 Availability Status Code: A
Current User No: 778877 User Name: KERRIE FARBMAN
Local Data:

Please Enter:

New Building: New Room: New UserID:

List Bldgs (Enter Value) List Users (Enter Value)

UPDATE THIS ITEM

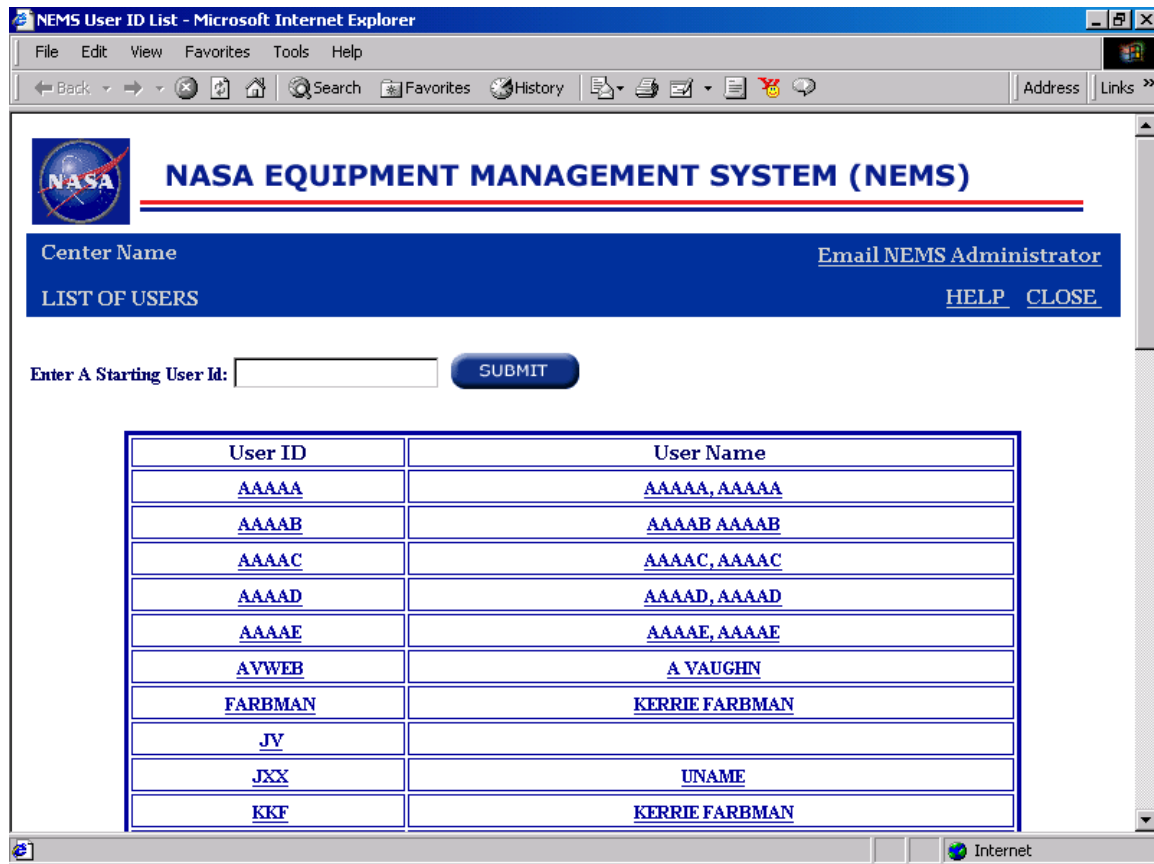
Done Internet

INPUT DATA

- New Building Optional for transaction W31(Must be On NEMS Table 102)
- New Room Optional for Transaction W31
- New User ID Required
- If the user clicks on the **List Users** button, a list of Users from NEMS table 090 will be displayed. If a value is entered in the New User ID field the list will start from that User ID or the next User ID if that one is not available.

3.3.1.4.2.1 List Web User IDs

The List Web User IDs screen will display the Web User IDs in NEMS table 090. Up to 50 User IDs can be displayed at one time. The user will have the opportunity to enter a User ID from which to start the list of User IDs.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

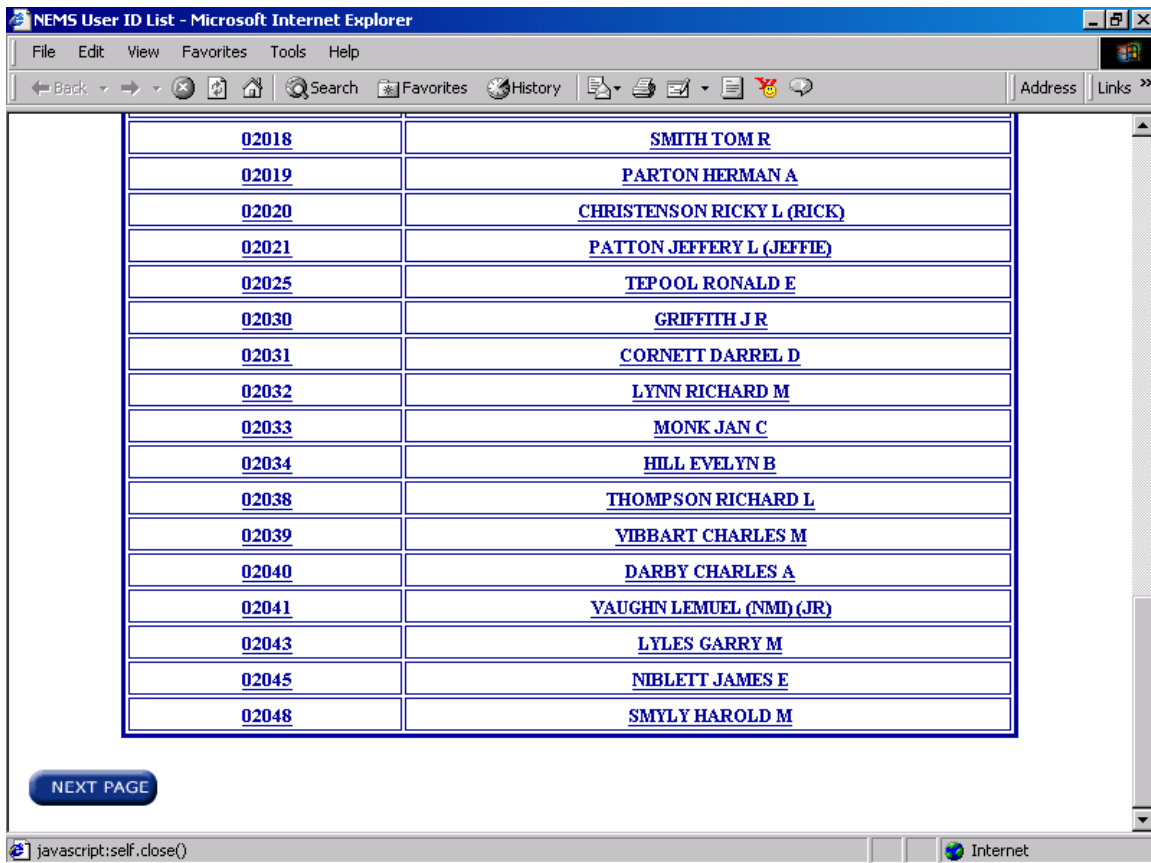
LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
AAAAA	AAAAA, AAAAA
AAAAAB	AAAAAB AAAAA
AAAAAC	AAAAAC, AAAAA
AAAAAD	AAAAAD, AAAAA
AAAAAE	AAAAAE, AAAAA
AVWEB	A VAUGHN
FARBMAN	KERRIE FARBMAN
JV	
JXX	UNAME
KKF	KERRIE FARBMAN

3.3.1.4.2.1.1 List User IDs – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more User IDs remain to be displayed. The **NEXT PAGE** button will allow the user to display the next page of User IDs.



INPUT DATA

- If the user clicks on the **NEXT PAGE** button, the next page of User IDs from NEMS table 090 will be displayed.

The list of User IDs will be redisplayed starting with the last User ID from the previous page.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF USERS [HELP](#) [CLOSE](#)

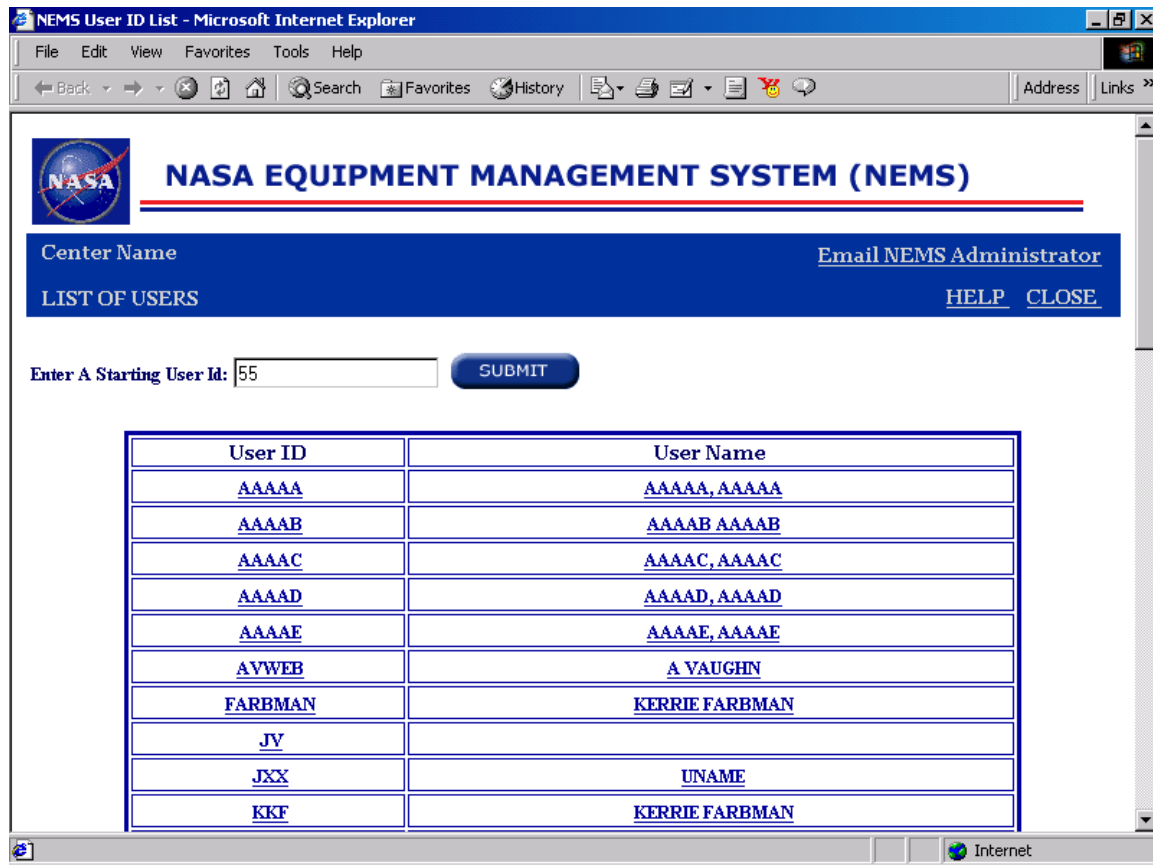
Enter A Starting User Id:

User ID	User Name
AAAAA	AAAAA, AAAAA
AAAAAB	AAAAAB AAAAB
AAAAAC	AAAAAC, AAAAC
AAAAAD	AAAAAD, AAAAD
AAAAE	AAAAE, AAAAE
AYWEB	A VAUGHN
FARBMAN	KERRIE FARBMAN
JY	
JXX	UNAME
KKF	KERRIE FARBMAN

mailto:kenneth.williamson@msfc.nasa.gov Internet

3.3.1.4.2.1.2 List User IDs – New Starting Value

The list of User IDs will be redisplayed starting with the User ID (or partial User ID) entered in the New Starting Value field.



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
AAAAA	AAAAA, AAAAA
AAAAAB	AAAAAB AAAAA
AAAAAC	AAAAAC, AAAAC
AAAAAD	AAAAAD, AAAAD
AAAAAE	AAAAAE, AAAAE
AVWEB	A VAUGHN
FARBMAN	KERRIE FARBMAN
JY	
JXX	UNAME
KKF	KERRIE FARBMAN

INPUT DATA

- Enter A New Starting Value and click the **SUBMIT** button. The list of User IDs from NEMS table 090 will be displayed starting with the User ID entered or with the next User ID if that one is not available.

3.3.1.4.2.1.3 List User IDs – Selection

To select a new User ID for the piece of equipment, click on the User ID.

NEMS User ID List - Microsoft Internet Explorer

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NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Center Name [Email NEMS Administrator](#)

LIST OF USERS [HELP](#) [CLOSE](#)

Enter A Starting User Id:

User ID	User Name
AAAAA	AAAAA, AAAAA
AAAAB	AAAAB AAAAB
AAAAC	AAAAC, AAAAC
AAAAD	AAAAD, AAAAD
AAAAE	AAAAE, AAAAE
AVWEB	A VAUGHN
FARBMAN	KERRIE FARBMAN
JV	
JXX	UNAME
KKF	KERRIE FARBMAN

Internet

INPUT DATA

- Click on User ID or User Name.
The User ID will be passed back to the List of Equipment screen in the New User ID field.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

ECN DETAIL FOR FARBMAN [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K428791 Item Name: PRINTER
Model Number: 2366 Serial Number: 325
Building: A-NOC Room: 452 Zip Code: 35812
Condition Code: 4 Availability Status Code: A
Current User No: 778877 User Name: KERRIE FARBMAN
Local Data:

Please Enter:

New Building: New Room: New UserID:


(Enter Value) (Enter Value)

INPUT DATA

- Click **UPDATE THIS ITEM** button.
Upon validation of the new User ID, the ECN is added to the pending file for approval by the new user. The list of equipment is displayed with a message indicating that the transaction was successfully completed and an email notification has been sent to the new user.

NEMS LIST OF EQUIP - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address Links



NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center

LIST OF EQUIPMENT FOR farbman

[Email NEMS Administrator](#)

[MENU](#) [HELP](#) [LOGOFF](#)

W00 - TRANSFER SCHEDULED
Email notification has been sent to KERRIE.FARBMAN@MSFC.NASA.GOV

Enter A New Starting Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	PEND	
K428791	PRINTER	2366	A-NOC	452	325	*	<input type="button" value="Detail"/>
K432681	PRINTER	662	4485	541	5528		<input type="button" value="Detail"/>
K546190	PRINTER	1214526	4485	KKF	6325		<input type="button" value="Detail"/>
K741687	PRINTER	1141	4485	KKF	2214		<input type="button" value="Detail"/>

Done Internet

3.3.1.5 View List of Equipment Assigned to You –Transferred

If the transfer has not been approved, then the next time the list of equipment is displayed there will be a message on that piece of equipment notifying the custodian/user who the equipment was transferred to.

NEMS ECN LIST - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Address Links

 **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

SESAAS Development Center [Email NEMS Administrator](#)
ECN DETAIL FOR FARBMAN [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K421011 Item Name: PRINTER
Model Number: 2252 Serial Number: 2141
Building: 4485 Room: 345 Zip Code: 35812
Condition Code: 4 Availability Status Code: A
Current User No: 778877 User Name: KERRIE FARBMAN
Local Data:

Transfer Pending To: KERRIE FARBMAN

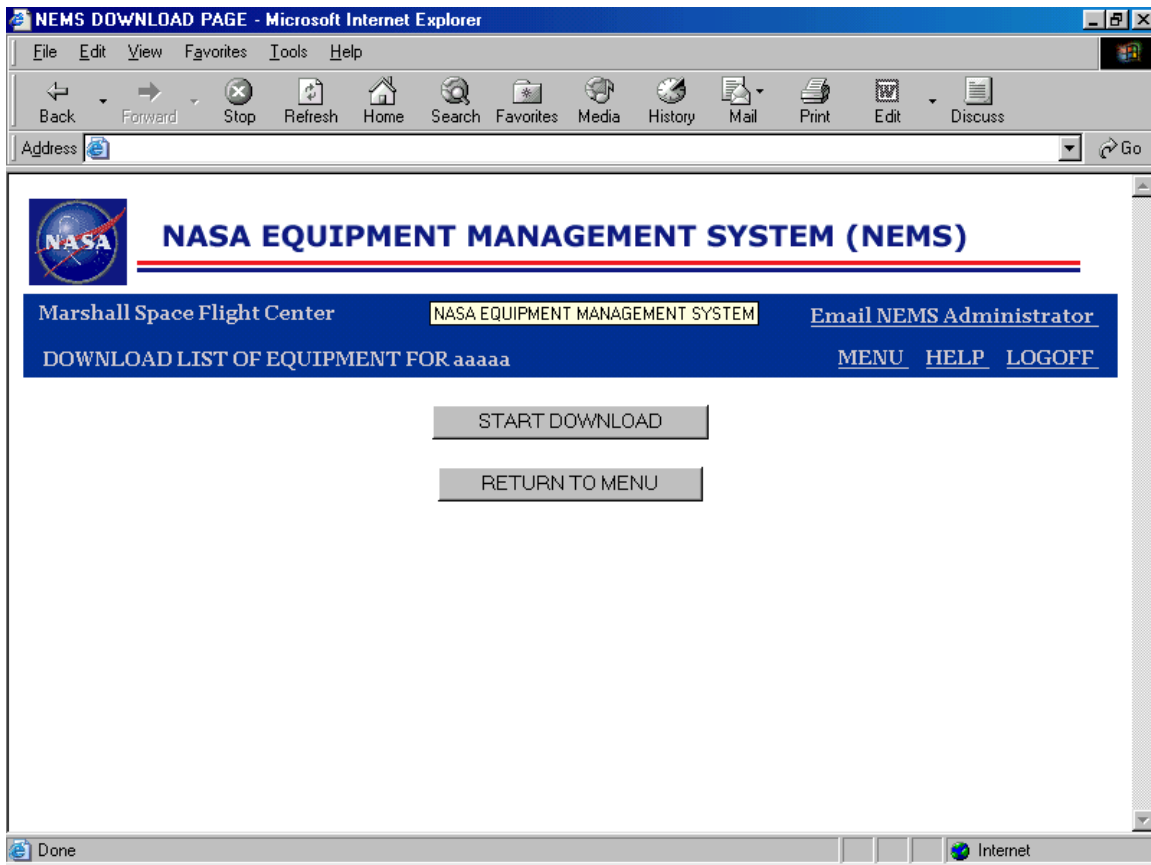
Please Enter:
New Building: New Room: New UserID:
 (Enter Value) (Enter Value)

Done Internet

If the transfer is approved, the ECN is removed from the current custodian's/user's list.

3.3.2 Download List Of Equipment Assigned To You

The Download List of Equipment Assigned To You will allow a custodian/user to download the list of equipment assigned to them.



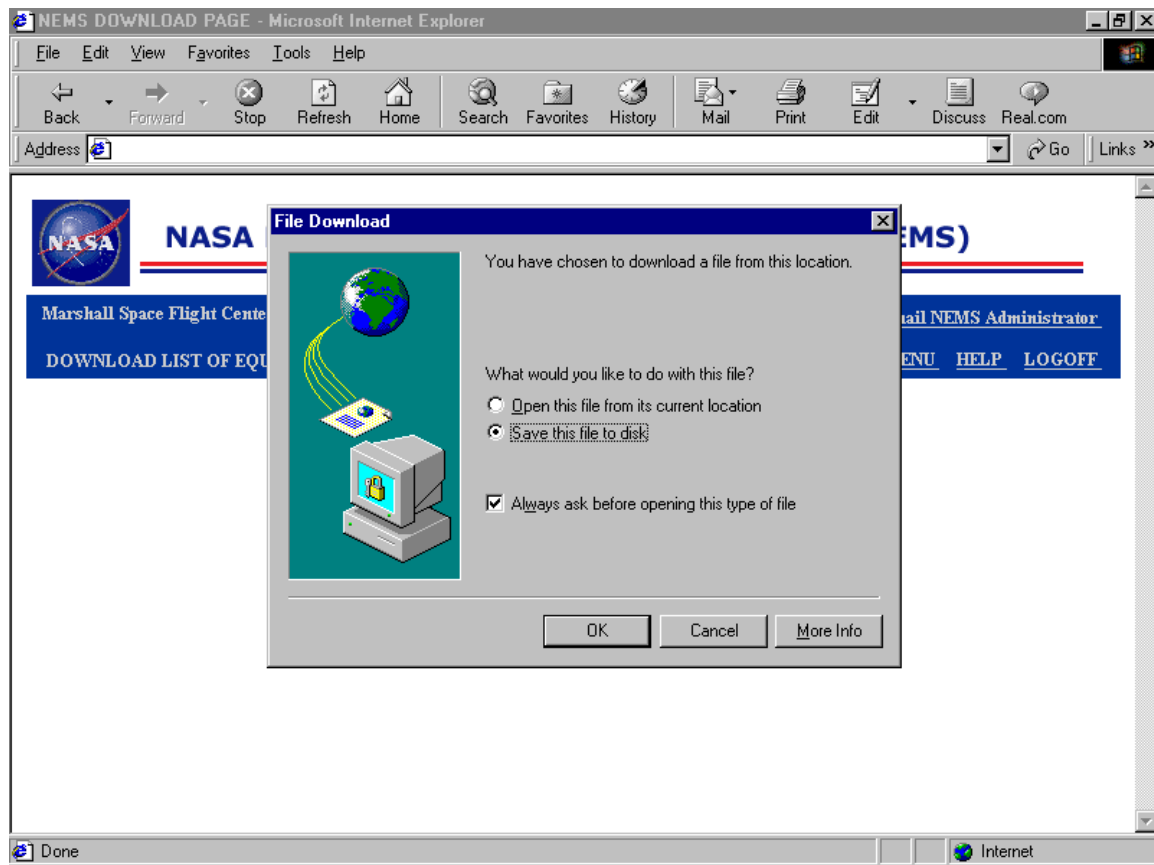
INPUT DATA

- If the Custodian/User clicks on the **START DOWNLOAD** button, a dialog box for downloading the file is displayed.
- If the Custodian/User clicks on the **RETURN TO MENU** button, the NEMS Web Menu is redisplayed.

3.3.2.1 Download List of Equipment – Start Download

Select Start Download on the Download List of Equipment for user to start the download process. This example of the download is using Microsoft Explorer 5.0.

After the download has started, a dialog box will be displayed asking the user what they would like to do with this file. If the Open this file from its current location is chosen, a spreadsheet with the equipment list will be opened. If the Save this file to disk is chosen, the file is saved to a specified location.



INPUT DATA

- Click on either of the following options:
 - Open this file from its current location
 - Save this file to disk
- Click the **OK** button.
- Click on the **Cancel** button. This will cancel the download of the custodian's/user's equipment.

3.3.2.2 Download List of Equipment – Open

Select Open this file from its current location on the File Download dialog box to open the spreadsheet.

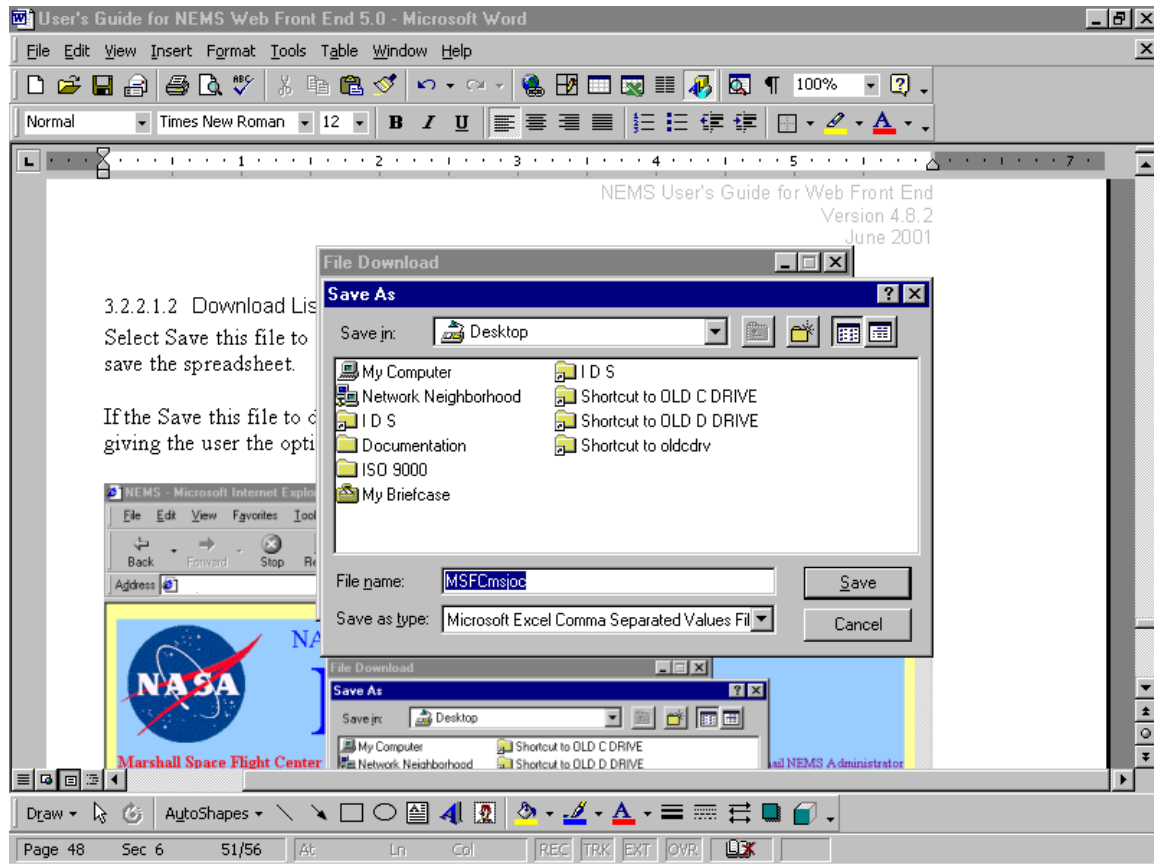
	A	B	C	D	E	F	G	H	I	J	K	L
	ITEM_NAME	ECN	MODEL_N	SERIAL_N	BUILDING	ROOM	ZIP	LOCATION	STATUS	CONDITIO	LOCAL_DATA	
1	PRINTER	K379842	26965	22512	A-NOC	224	35812	GRID1	A		4	
2	PRINTER	K421011	2252	2141	4485	345	35812	GRIDA	A		4	
3	PRINTER	K428791	2366	325	4485	452	35812	GRID2	A		4	
4	PRINTER	K432681	662	5528	4485	541	35812	GRID2	A		4	
5	PRINTER	K546190	1214526	6325	4485	KKF	35812	GRID3	A		4	STILL TESTING WE
6	PRINTER	K741687	1141	2214	4485	KKF	35812	GRID2	A		4	
7	PRINTER	K777551	85	85	ADF	225	35812		A			
8	PRINTER	K777552	895	95	4485	416	35812		A			
9	PRINTER	K777553	74	54	4485	113	35812		A			
10	PRINTER	K777554	12	62	4485		35812		A			
11	PRINTER	K777555	8	8	4485		35812		A			
12	PRINTER	K777556	85	454	4485		35812		A			
13	PRINTER	K871259	269	857	4485	875	35812	GRID2	A		7	TESTING LOCAL D
14	PRINTER	K946281	236	325	4485	KKF	35812	GRIDA	B		7	
15	PRINTER	K978422	22669	5574	4485	KKF	35812	GRID9	A	S		
16	PRINTER	X000012	1	1	4200		35812	GRID2	A			
17	PRINTER	X000013	1	1	4200		35812	GRID2	A			
18	PRINTER	X000014	1	1	4200		35812	GRID2	A			
19	PRINTER	X000015	1	1	4200	114	35812	GRID2	A			
20	PRINTER	X000016	1	1	4200	114	35812	GRID2	A			
21	PRINTER	X000017	1	1	4200	114	35812	GRID2	A			
22	PRINTER	X000018	1	1	OLS-7404	RT5	35812	GRID2	A			
23												
24												
25												
26												
27												

To save this file, the custodian/user must select File, and then select SAVE AS. The custodian/user must select the location in which to save the file.

3.3.2.3 Download List of Equipment – Save

Select Save this file to disk from its current location on the File Download dialog box to save the spreadsheet.

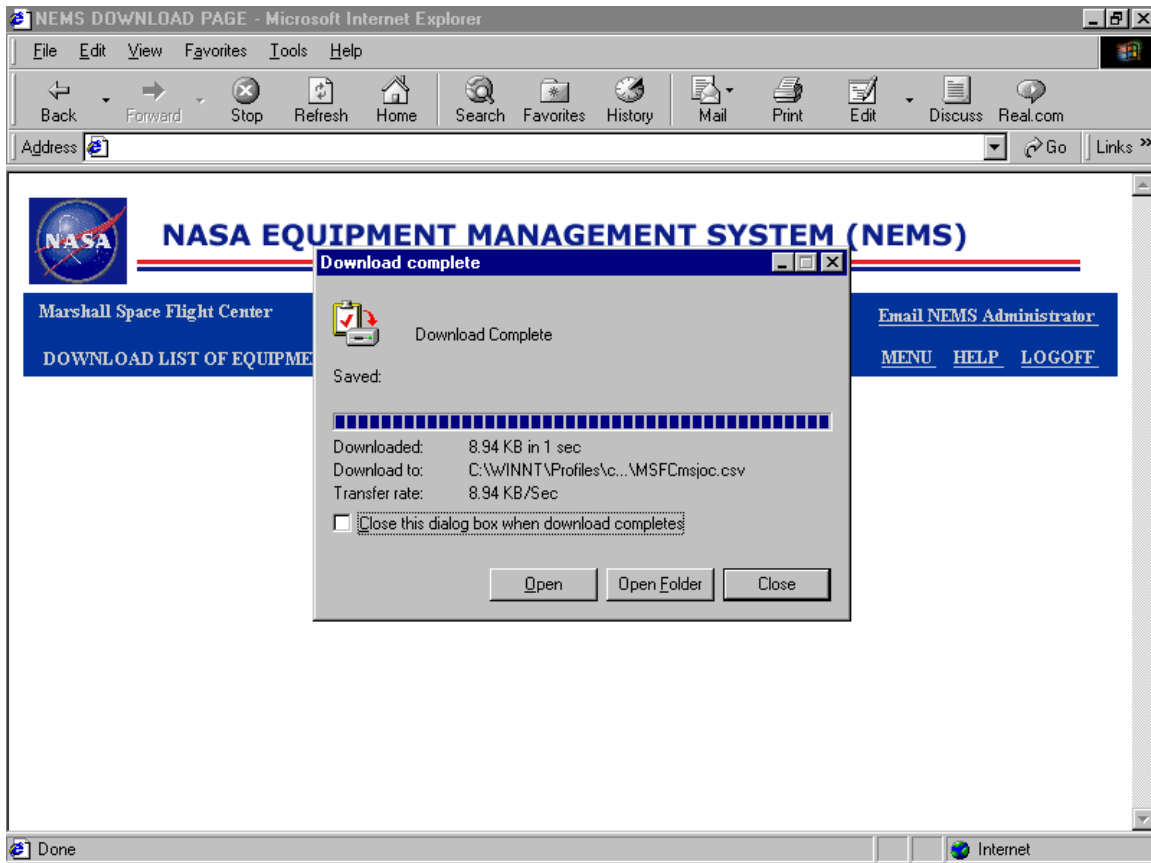
If the Save this file to disk option is chosen, then another dialog box will be displayed giving the custodian/user the option of where to store the file.



INPUT DATA

- **Save in:** The directory where the file is saved.
- **File name:** The name of the file.
- Click on the **Save** button. This will save the downloaded equipment file in the location chosen by the custodian/user.
- Click on the **Cancel** button. This will cancel the download of the custodian's/user's equipment.

After clicking on the OK button, the equipment will be downloaded to the desired location. When the download has completed a dialog box will be displayed informing the custodian/user that the download has completed.



INPUT DATA

- Click on one of the following buttons:
 - **Open** Opens the file.
 - **Open Folder** Opens the folder that contains the file.
 - **Close** Closes the dialog box.

3.3.3 View Incoming Transfer(s) Awaiting Approval (Custodian)

Select View Incoming Transfer(s) Awaiting Approval on the NEMS Web Menu to display the list of transfers awaiting approval by the custodian.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number is displayed for each piece of equipment that is waiting approval to be transferred to them. To see more detail about any piece of equipment and to approve or disapprove the transfer, click the Detail button on the line of the ECN.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

INCOMING TRANSFER(S) AWAITING APPROVAL [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting ECN Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	
K428791	PRINTER	2366	A-NOC	452	325	<input type="button" value="Detail"/>

Done Internet

The View Incoming Transfer(s) Awaiting Approval allows the custodian to see what equipment is waiting approval to be transferred to them. The custodian has the option to approve the transfer or to disapprove the transfer in addition to changing other items. The custodian has the option to do a W26, W29, and W31. If the custodian approving the transaction is the new custodian, the option to change the custodian again is not valid. If the old custodian is approving the transfer and NOT changing to a new custodian, the only option allowed is W29 and W31. The only fields that will be modified in the Equipment file are Building, Room, and User ID.

NEMS INCOMING TRANSFER - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Address Links

SESAAS Development Center [Email NEMS Administrator](#)

INCOMING TRANSFER(S) AWAITING APPROVAL [MENU](#) [HELP](#) [LOGOFF](#)

ECN: K428791 Item Name: PRINTER
 Model Number: 2366 Serial Number: 325
 Building: A-NOC Room: 452 Zip Code: 35812
 Condition Code: 4 Availability Status Code: A
 Current User No: 778877 User Name: KERRIE FARBMAN
 Local Data:

Requestor Name: KERRIE FARBMAN

Please Enter:

New Building: New Room: New UserID: New Custodian:

List Bldgs (Enter Value) List Users (Enter Value) List Custodians (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:

APPROVE DISAPPROVE

Done Internet

INPUT DATA

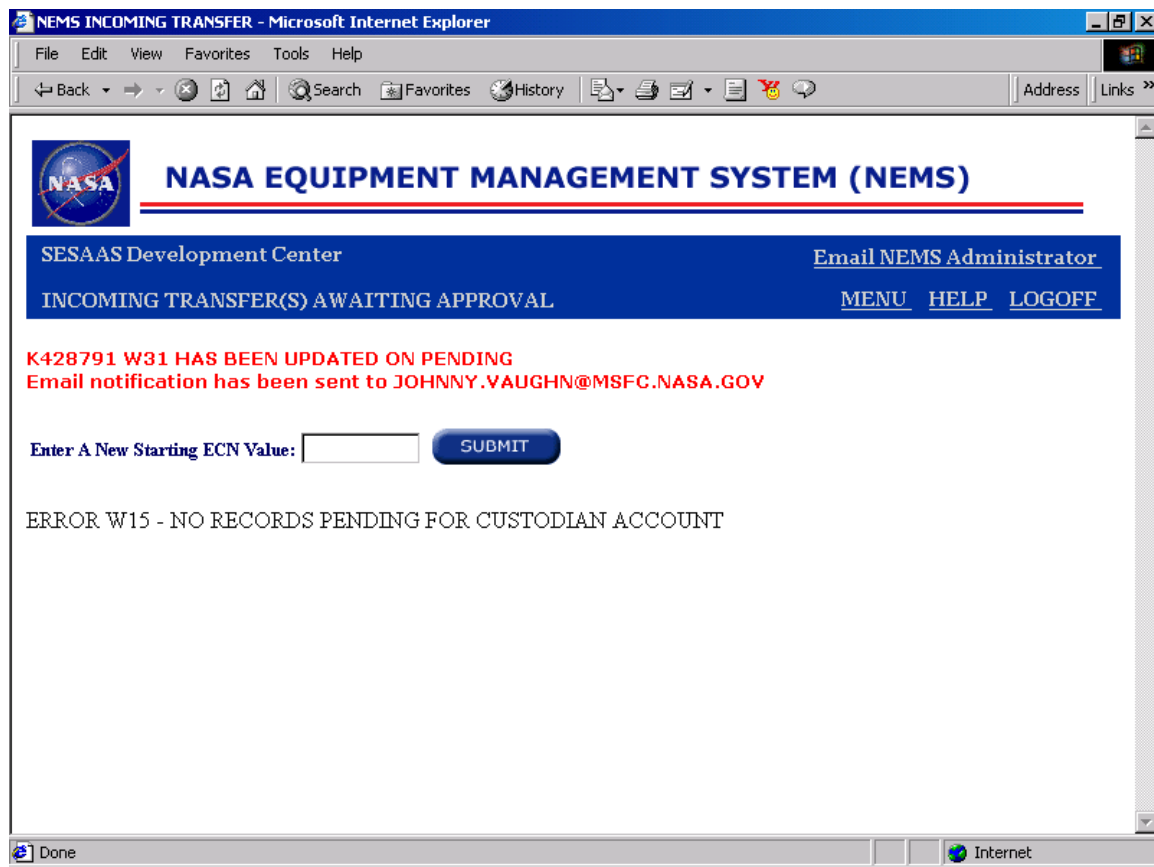
- | | |
|-------------------------|----------|
| • New Building | Optional |
| • New Room | Optional |
| • New User ID | Optional |
| • New Custodian | Optional |
| • New Zip Code | Optional |
| • New Location | Optional |
| • New Condition Code | Optional |
| • New Avail Status Code | Optional |
| • New Local Data | Optional |

- Click one of the following buttons:
 - **Approve** – accepts the transfer
 - **Disapprove** – rejects the transfer

3.3.3.1 View Incoming Transfer(s) Awaiting Approval – Approve (Custodian)

Click the Approve button on the Incoming Transfer(s) Awaiting Approval screen to accept the transfer.

If the transfer is approved, then the Incoming Transfer list is redisplayed with a message indicating the ECN was changed. See Appendix A for file changes.



3.3.3.2 View Incoming Transfer(s) Awaiting Approval – Disapprove (Custodian)

Click the Disapprove button on the Incoming Transfer(s) Awaiting Approval screen to reject the transfer.

If the transfer is disapproved, a comment box will be displayed for entry of the reason why the transfer was rejected. See Appendix A for file changes.

Explorer User Prompt

Script Prompt:
Enter the reason for disapproval:

OK Cancel

SYSTEM (NEMS)

[Email NEMS Administrator](#)
[MENU](#) [HELP](#) [LOGOFF](#)

ECN: H000048 Item Name: DISPLAY, UNIT
Model Number: 700-069CS Serial Number: 17004A105628
Building: 4201 Room: 111 Zip Code: 23681
Condition Code: 4 Availability Status Code: A
Current User No: 90781 User Name: A VAUGHN
Local Data: 123456789012345678901234567890123456789012345678901234567890

Requestor Name: J VAUGHN

Please Enter:

New Building: New Room: New UserID: New Custodian:

List Bldgs (Enter Value) List Users (Enter Value) List Custodians (Enter Value)

New Zip Code: New Location: New Condition Code: New Avail. Status Code:

New Local Data:

APPROVE DISAPPROVE

INPUT DATA

- Enter the reason for disapproval: required
- Click on the **OK** button to confirm reason.
- Click on the **Cancel** button to cancel the rejection.

3.3.4 View Incoming Transfer(s) Awaiting Approval (User)

Select View Incoming Transfer(s) Awaiting Approval on the NEMS Web Menu to display the list of transfers awaiting approval by the user.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number is displayed for each piece of equipment that is waiting approval to be transferred to them. To see more detail about any piece of equipment and to approve or disapprove the transfer, click the Detail button on the line of the ECN.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

INCOMING TRANSFER(S) AWAITING APPROVAL [MENU](#) [HELP](#) [LOGOFF](#)

Enter A New Starting ECN Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	
J052371	TESTING	TESTING	4485		TESTING	<input type="button" value="Detail"/>
K141211	PRINTER	2266	A-M026	100	3355	<input type="button" value="Detail"/>
K421011	PRINTER	2252	4485	345	2141	<input type="button" value="Detail"/>

The View Incoming Transfer(s) Awaiting Approval allows the user to see what equipment is waiting approval to be transferred to them. The user has the option to approve the transfer or to disapprove the transfer in addition to changing the building and room number.

The screenshot shows a web browser window titled "NEMS INCOMING TRANSFER - Microsoft Internet Explorer". The browser's address bar is empty, and the status bar at the bottom shows "Done" and "Internet". The web page has a blue header with the NASA logo on the left and the text "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)" in the center. Below the header, there is a blue navigation bar with the text "SESAAS Development Center" on the left, "Email NEMS Administrator" on the right, and "INCOMING TRANSFER(S) AWAITING APPROVAL" in the center. To the right of the navigation bar are links for "MENU", "HELP", and "LOGOFF". The main content area displays the following information:

ECN: J052371	Item Name: TESTING
Model Number: TESTING	Serial Number: TESTING
Building: 4485	Room: Zip Code: 35812
Condition Code:	Availability Status Code: A
Current User No: 072392	User Name: JULIA REYNOLDS
Local Data: THIS A TEST.	

Requestor Name: JULIA REYNOLDS

Please Enter:

New Building: New Room:

List Bldgs (Enter Value)

APPROVE DISAPPROVE

INPUT DATA

- New Building Optional
- New Room Optional
- Click one of the following buttons:
 - **Approve** – accepts the transfer
 - **Disapprove** – rejects the transfer

3.3.4.1 View Incoming Transfer(s) Awaiting Approval – Approve (user)

Click the Approve button on the Incoming Transfer(s) Awaiting Approval screen to accept the transfer.

If the transfer is approved, then the Incoming Transfer list is redisplayed with a message indicating the ECN was changed. The approved equipment is officially transferred to the approving user. See Appendix A for file changes

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

SESAAS Development Center [Email NEMS Administrator](#)

INCOMING TRANSFER(S) AWAITING APPROVAL [MENU](#) [HELP](#) [LOGOFF](#)

ECN J052371 WAS CHANGED.

Enter A New Starting ECN Value:

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	
K141211	PRINTER	2266	A-M026	100	3355	<input type="button" value="Detail"/>
K421011	PRINTER	2252	4485	345	2141	<input type="button" value="Detail"/>

3.3.4.2 View Incoming Transfer(s) Awaiting Approval – Disapprove (user)

Click the Disapprove button on the Incoming Transfer(s) Awaiting Approval screen to reject the transfer.

If the transfer is disapproved, a comment box will be displayed for entry of the reason why the transfer was rejected. See Appendix A for file changes.

The screenshot shows a web browser window titled "NEMS INCOMING TRANSFER - Microsoft Internet Explorer". An "Explorer User Prompt" dialog box is overlaid on the page, asking the user to "Enter the reason for disapproval:" with "OK" and "Cancel" buttons. The background page, titled "SYSTEM (NEMS)", displays the "INCOMING TRANSFER(S) AWAITING APPROVAL" screen. It lists details for a transfer with ECN: J052371, including Model Number: TESTING, Building: 4485, Condition Code, Current User No: 072392, Local Data: THIS A TEST, Item Name: TESTING, Serial Number: TESTING, Zip Code: 35812, Availability Status Code: A, and User Name: JULIA REYNOLDS. The Requestor Name is also listed as JULIA REYNOLDS. At the bottom, there is a section "Please Enter:" with input fields for "New Building:" and "New Room:", a "List Bldgs" button, and "APPROVE" and "DISAPPROVE" buttons.

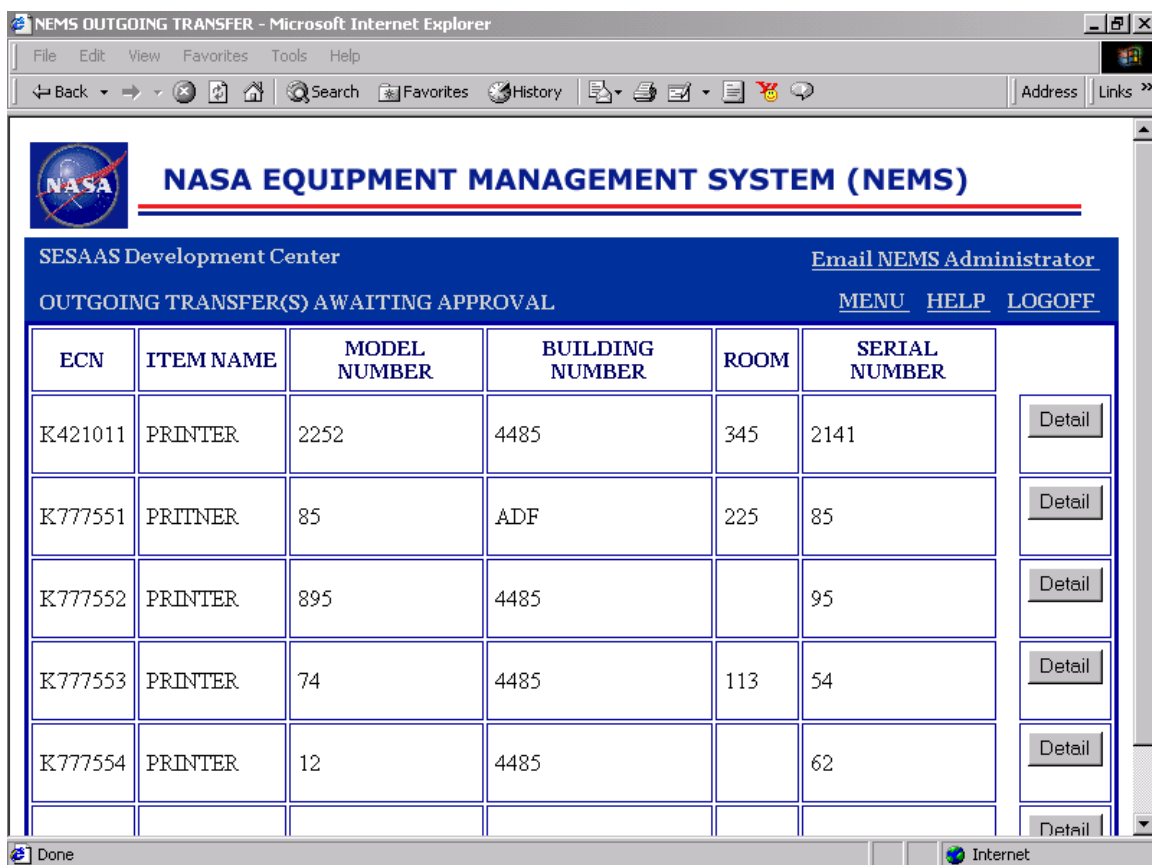
INPUT DATA

- Enter the reason for disapproval: required
- Click on the **OK** button to confirm reason.
- Click on the **Cancel** button to cancel the rejection.

3.3.5 View Outgoing Transfer(s) Awaiting Approval

Select View Outgoing Transactions Awaiting Approval on the NEMS Web Menu to display the list of outgoing transfers awaiting approval.

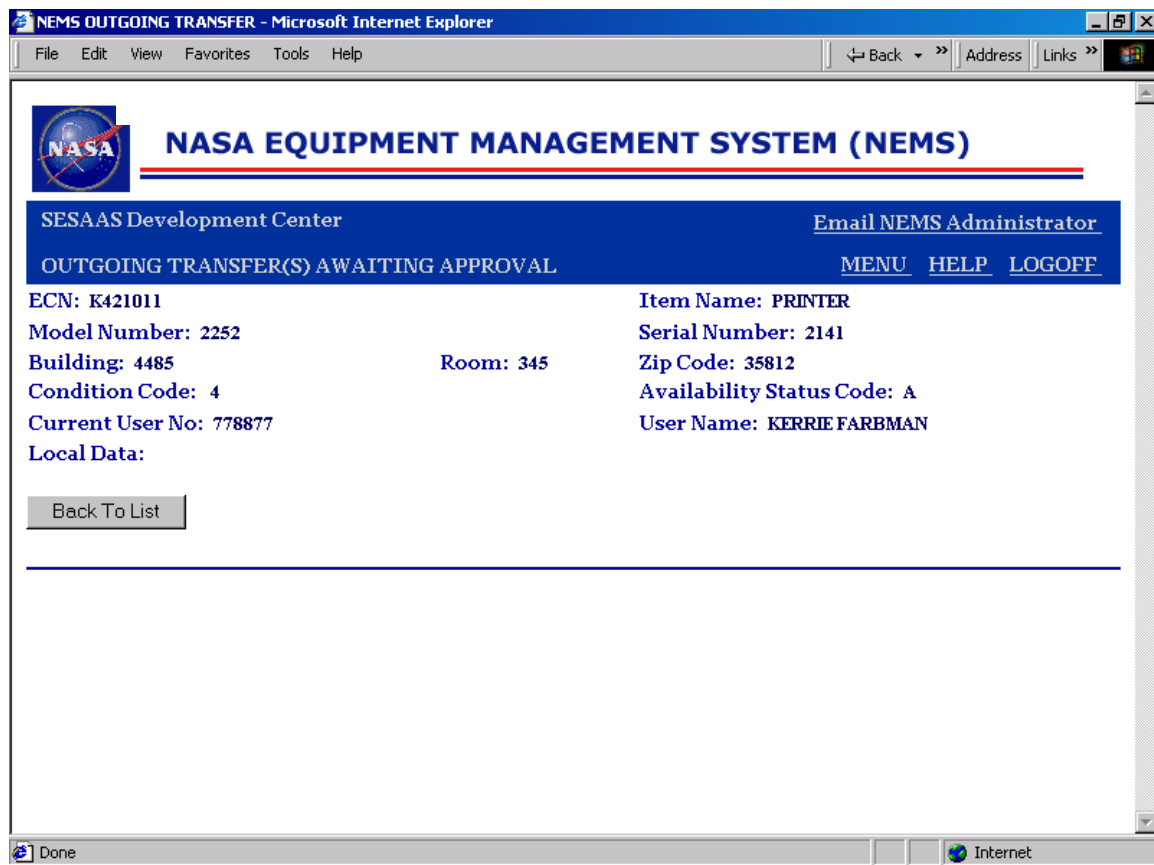
The View Outgoing Transfer(s) Awaiting Approval option displays the ECN, Item Name, Model Number, Building Number, Room, and Serial Number for transactions awaiting approval from another user. To see more detail about any piece of equipment click any field on that line.



The screenshot shows a web browser window titled "NEMS OUTGOING TRANSFER - Microsoft Internet Explorer". The page header includes the NASA logo and the text "NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)". Below the header, there is a navigation bar with "SESAAS Development Center" and a link to "Email NEMS Administrator". The main heading is "OUTGOING TRANSFER(S) AWAITING APPROVAL", and there are links for "MENU", "HELP", and "LOGOFF".

ECN	ITEM NAME	MODEL NUMBER	BUILDING NUMBER	ROOM	SERIAL NUMBER	
K421011	PRINTER	2252	4485	345	2141	Detail
K777551	PRINTER	85	ADF	225	85	Detail
K777552	PRINTER	895	4485		95	Detail
K777553	PRINTER	74	4485	113	54	Detail
K777554	PRINTER	12	4485		62	Detail
						Detail

The detail for the selected piece of equipment is displayed.



APPENDIX A - PROPERTY CHANGE LIFE CYCLE

